



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

Web: www.nitt.edu

Phone: 0431-2503830

e-Procurement Notice

Ref: NITT/EMD/ EMC/Tender/Enq.No:06/24-25

Dated: 24.06.2024

Online tenders are hereby invited in **Three cover system** from Indian Nationals for **Comprehensive Annual Maintenance Contract for the 7 Nos. of M/s. Techno make lifts at various locations at NIT, Trichy.**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from **24.06.2024** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 12.07.2024 (03.00PM) (Server time).

Late bids shall not be accepted. For further details regarding Tender Notification & Specifications please visit website:<https://eprocure.gov.in/eprocure/app> and www.nitt.edu

CRITICAL DATE SHEET

Published Date	24.06.2024(06.00PM)
Bid Document Download Start Date	24.06.2024(06.00PM)
Clarification Start Date	24.06.2024(06.00PM)
Pre-bid meeting	28.06.2024 (11.30AM)
Clarification End Date	05.07.2024 (11.30AM)
Bid Submission Start Date	24.06.2024(06.00PM)
Bid Submission End Date	12.07.2024 (03.00PM)
Bid Opening Date(Technical)	15.07.2024 (03.30PM)
Bid Opening Date(Price)	Will be announced after technical evaluation

Note:*Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Estate Maintenance Department

Web: www.nitt.edu

Phone: 0431-250 3830



Tender Document (e - Procurement)

Name of Work/ Service	:	Comprehensive Annual Maintenance Contract for the 7 Nos. of M/s. Techno make lifts at various locations at NIT, Trichy.
Tender Notification No	:	NITT/EMD/EMC/Tender/Enq.No:06/24-25
Date	:	20.06.2024
Name of the Department	:	Estate Maintenance Department
EMD Amount	:	Rs. 22,234/-
Last Date & Time of submission of Tender	:	12.07.2024 (3.00 PM)
Address for submission of Tender	:	THE DIRECTOR, NIT TIRUCHIRAPPALLI-15 KIND ATTENTION TO: The Junior Engineer, EMD
Date & Time of opening of technical bid	:	15.07.2024 (03.30PM)

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Bidding Procedures
Section I: Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the ‘my tenders’ folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.

14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
16. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
18. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

19. If the price bid format is provided in a spread sheet file like BoQ_XXXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid / BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
20. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
21. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

EVIDENCE FOR ONLINE BID SUBMISSION

22. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
23. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
24. 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.
25. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
26. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
27. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **1-800-233-7315, 0120-4001005** or send an E-mail to cphp-nic@nic.in.



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI -620 015.
Estate Maintenance Department/Electrical**

NOTICE INVITING TENDER

01.	Name of work	Comprehensive Annual Maintenance Contract for the 7 Nos. of M/s. Techno make lifts at various locations at NIT, Trichy.
02.	Estimated Cost	Rs. 7,41,124/-
03.	Earnest Money Deposit	Rs. 22,234/-
04.	Cost of Tender Document	NIL
05.	Last Date and Time for submission of E-Tender	12.07.2024 (03.00PM) (Server time). Late bids shall not be accepted.
06.	a) Date and Time of Opening of E-Technical Bid	15.07.2024 (03.30PM) (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
	b) 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.
07.	Maintenance Period	1 year (Extendable up to one more year with the same rates, T&C)
08.	Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015
09.	Procedure for submission of Bid	As Per the E-Bidding Procedure

Name of the Agency :

Submitting the Tender :

Notice Inviting Tender

National Institute of Technology, Tiruchirappalli (NITT) invites sealed tenders from reputed authorized service dealers / service providers to carry out Comprehensive Annual Maintenance Contract for the 7 Nos. of M/s. Techno make lifts at various locations at NIT, Trichy. 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/Tender/**Enq.No:06/24-25 dt 20.06.2024**

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)

PRE-BID MEETING

It is proposed to conduct a Pre - Bid meeting **Monday, June 28th 2024 at 11.30 A.M (Venue: At Conference room of Estate Maintenance department, 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: **dhanabalan@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.

GENERAL TERMS AND CONDITIONS

Duration of the Contract: The contract is initially for a period of 1 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.

Vendors requested to make site survey before submitting the bid.

Validity of the Schedule Price: 1+1 = 2 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

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

b.1. 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

b.2. 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.

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 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 dispute 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.**

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 renewal 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 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. The technician shall mark his attendance in the Bio-metric attendance system placed outside the Estate Maintenance department (EMD)

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.
- h) All parts like Battery, SMPS, Drive unit, Control unit etc., repaired / replaced shall have performance guarantee for at least 12 months.
- i) The contract submit the Delivery challan copy for the replaced materials to check the make/genuine-ness of the replaced items.

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.

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 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 made 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). The contractor shall provide on-site maintenance and service, which includes periodic/preventive maintenance and check on regular basis and to take corrective measures, attend to all breakdown calls within 24 working hours after receiving the complaint, replacement of all defective spares/ components/ accessories including PCB motors, electrical parts etc. that may be required during the contract period within 48 hours of breakdown call.
- b). If a LIFT remains out of service for more than 48 hrs continuously during contract period for reasons attributable to contractor, the NIT shall impose penalty 3% of quarterly AMC value of the affected Job only.

RESPONSE TIME

Sl.no	Period	Penalty
1	Below 24 Hours	No penalty
2	> 24 Hours	3% of Quarterly bill

RESOLUTION TIME

Sl.no	Period	Penalty
1	Below 48 Hours	No penalty
2	> 48 Hours	3% of Quarterly bill

PENALTY CLAUSE:

The penalty for said response and resolution will be applicable for a maximum of 5% of the one-year contract value per lift per year unless such failure is due to Force Majeure or due to Client defaults.

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 THIRUCHIRAPPLI 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.
- 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.

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.
- 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.

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

22. GENERAL CONDITIONS OF CONTRACT

- a) The Annual Maintenance Contract is for the period of one year from 1st August 2024 to 31st July 2025. (Tentative period, it may be vary) and the same may be extended for a maximum period of one 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.

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:** Bidders should have made profit in any of the three financial year among last 5(five) financial year ending 31st March
 - d) Bidders should have valid lift maintenance license certificate approved by Chief Electrical Inspector, Government of Tamil Nadu./ approved by any state/central lift certificate approving body.
- e) 5 years of Experience of having successfully completed similar works during the last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - Three similar completed works costing not less than the amount equal to 40% of the estimated cost. or
 - Two similar completed works costing not less than the amount equal to 50% of the estimated cost. or

- One similar completed work costing not less than the amount equal to 80% of the estimated cost.

(Similar works may be in the similar field in Government Departments / Public Sector Undertakings / Any similar institutions / Any reputed organizations)

- f) **ESI:** The Bidder should enclose copy of the registration certificate. Also provide a copy of latest remittance made by your firm/ company.
- g) **EPF:** The Bidder should enclose copy of the registration certificate. Also provide a copy of latest remittance made by your firm/ company.

Earnest Money Deposit (EMD):

Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to them. EMD shall also be furnished in the form of Pay Order or Demand Draft in favor of “The Director, NIT Tiruchirappalli”. EMD in any other form will not be accepted. Exemption certificate of MSME/NSIC will be accepted as per prevailing government norms.

EMD of the successful contractor shall be refunded when the performance Guarantee is submitted. EMD of the unsuccessful contractor shall be refunded immediately after finalization of the contractor. EMD shall not carry any interest.

Without submission of Demand Drafts (original) / Exemption Certificate copy for EMD to the Tender Inviting Authority, Technical Bid will be rejected.

As per rule 170(i) of General Financial Rules (GFRs) 2017, Micro and small Enterprises (MSEs) and the firms registered with concerned Ministries/Departments are exempted from submission of Bid Security.

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.

- 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. compliance of statue safety norms.*
- 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.

- 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 the prospective bidders to inspect the Lifts before submitting their quotation, it is proposed to convene a pre bid meeting on **Monday, June 28th 2024 at 11.30 A.M (Venue: Conference room of Estate Maintenance department, 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. Once the contract is issued, the rate quoted is firm throughout the contract period/extended contract period.
- z) During the extension of the contract, the client may be asking the willingness of the agency for further extension. The agency can accept the extension or reject the proposal. The agency cannot ask for the increment in the price for the extension of the work order. The price quoted during the tender will be firm throughout the contract period and extended contract period.
- aa) **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.
- bb) **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.
- cc) The Institute may at its own discretion extend the last date for the receipt of bids.
- dd) 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.
- ee) 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.
- ff) In case of any dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

FORMAT FOR SUBMITTING TECHNICAL BID

Sl. No.	Description	Information/ Compliance
1.	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document? (Yes/No)	
2.	Details of EMD remittance	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
3.	Whether Site survey has been made?	
4.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
5.	Lift Maintenance License Number and Year of Establishment / Incorporation / commencement of Concern	
6.	Registration/ Incorporation Particulars (Please attach self-attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
7.	Legal Status 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.	Profile 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.	Name, designation and Phone number of persons authorized to sign the documents 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)	
10.	Name and Designation of the Contact Person/ Representative/ Manager of the Successful bidder/ firm/ company with mobile number & email ID.	
11.	Are your firm/ company carrying out any other trade/ business in addition to Manpower / personnel	

	hiring services? Furnish particulars of other trade/business carried out.	
12.	Total experience (years/ months) in this field	
13.	Average/Annual Turnover in last three years from business.	
14.	Have your concern/ firm/ company ever changed its name any time? 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.	Income Tax Permanent Account Number (Self attested Copy of PAN Card to be enclosed)	
18.	Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2020-21, 2021-22 and 2022-23 (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.	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your successful bidder/ firm/ company	
20.	Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act? 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..	Goods and Service Tax Registration Number (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.	
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, if any	
26.	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was 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

Signature of the bidder with Name and Seal

FORMAT FOR SUBMITTING TECHNICAL BID

01. Details of **ONGOING CONTRACTS**: 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 **COMPLETED CONTRACTS** during the last seven 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

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 **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.

- However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding **3%** 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

CONTRACT AGREEMENT NO./Dated :

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, TIRUCHIRAPPLLI 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 datedfor “.....selection of agency for CAMC of its Lifts” under Tender No. NITT/EMD/ EMC/Tender/**Enq.No:06/24-25 dt 20.06.2024** 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. The tender document and its further amendments (if any) will become the part of this contract agreement.
- III. **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].
- IV. **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.
- V. **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.
- VI. **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:
 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)

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

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.
- Inspect 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

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

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

- 1.
- 2.
- 3.

Name & Signature of Technician

Client's representative name & Signature

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

For Comprehensive AMC – Lifts

Annexure A:

Sl.no	Installation Location	Make	No.of lifts installed
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
	Total		7

Item Rate BoQ

Tender Inviting Authority: The Director, NIT Tiruchirappalli

Name of Work: Comprehensive Annual Maintenance Contract for the 7 Nos of M/s. Techno Make Lifts at various locations at NIT, Trichy.

Contract No: NITT/EMD/EMC/Tender/Enq.No:06/24-25 Dt: 24S.06.2024

**Bidder
Name :**

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

1. Quoted Rate is exclusive of GST

2. The rates are firm throughout the contract. (Even if it is extended for another one year)

Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Comprehensive AMC charges M/s. Techno Make lifts					
2	OPALD	1.00	Each			
3	IT centre	1.00	Each			
4	Robotics Lab (Production dept)	1.00	Each			
5	Library	3.00	Each			
6	New Guest House	1.00	Each			

7	Lift License and Insurance renewal					
8	Renewal of lift license and coordination with electrical inspectorate as per the electrical safety standards with necessary arrangements to online application, inspection, making online challan payment process and obtaining renewal lift license etc. as required.	7.00	Each			
9	Renewal of lift insurance and making necessary payments to obtain the insurance etc. as req.	7.00	Each			
Total in Figures						
Quoted Rate in Words						
Note:						
1. GST extra as applicable.						

PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)

**The Director,
National Institute of Technology,
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the-Limited tendering

Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.No.

: _____

Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when refloated. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 5% of purchase value in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name

Designation

Contact Details

Date with stamp & seal of organization:

**Help Page to Web load the documents in E-Tender Portal for Cover Wise
Uploading the Tender Documents AFTER LOGGING IN TO THE
BIDDER'S LOGIN COVER WISE TO BE UPLOADED DOCUMENTS**

Cover Details, No. Of Covers - 3				
Cover No	Cover	Document Type	Description	Remarks
1	Fee	.pdf	EMD (Earnest Money Deposit)	Scan copy of Demand Drafts (original)/ Exception Certificate
2	Pre-Qual/ Technical	.pdf	Bid Security Form (Annexure I)	The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)
		.pdf	Declaration by the firm that it has never been black-listed	Self-declaration by the firm duly signed & stamped
		.pdf	Details to be furnished by the Contractor.(Tender Document Pg. No.23-26)	Duly filled and signed and stamped Checklist for Bid / Tender Document available in the page no.23-26
		.pdf	Details of Lift Maintenance License issued by the respective license board	Self-attested copy of Lift maintenance license
		.pdf	Details of similar works from last 7 years work order/completion certificate	Self-attested copy of similar works from last 7 years work order /completion certificate
		.pdf	Other Important Documents. (Combined Copy)	Details to be furnished by the Contractor Form(Tender Document Pg. No.23-26) Relevant certificates for items are to be enclosed
		.pdf	Technical Bid	Tender Document & Tender Related Documents
3	Finance / Price Bid	.xls	Price Bid (Main BoQ)	Duly filled in Price Bid Excel file
		.pdf	Scanned copy of item wise breakup of price bid.	Item wise breakup of price bid in PDF (duly signed)

Other Important Documents

S.No	Category	Sub Category	Format/File	Remarks
1	Certificate Details	Permanent Account Number	.pdf	Scanned Copy of Original PAN CARD of the firm.
2	Certificate Details	Registration Certificate	.pdf	Registration Certificate Details (Any firm registration Copy)
3	Certificate Details	Bidders Address Format	.pdf	Bidder Complete Profile (To be provided by the bidder in their business letter head)
4	Certificate Details	Provident Fund Certificate	.pdf	Certificate copy of Employees' Provident Fund Organization
5	Certificate Details	Employees State Insurance Certificate	.pdf	Employees State Insurance Certificate
6	Certificate Details	GST Registration Certificate	.pdf	GSTIN Registration certificate
s	Certificate Details	IT returns & Audit Balance sheet for last three years	.pdf	Scanned Copy of last three years IT returns & audit balance sheet