



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गान्धीनगर / Gandhinagar-382007

TENDER DOCUMENT

Sr. No.	BID-DATA SHEET	
01.	Name of Work	Comprehensive Annual Maintenance and “All-in-All” Services Contract for 6 Nos. “Hi-Tech” Make passenger Lift. (2 Nos. for 10 person, 2 Nos. for 8 persons & 2 nos. for 6 persons capacity) Installed in INFLIBNET Centre, Gandhinagar, Gujarat.
02.	Tender Number	INF/PUR/LIFT/AMC/2021-22
03.	Yearly Estimated Cost of Tender	Rs. 4,00,000/-
04.	Bid validity	120 days
05.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute’s website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
06.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
08.	Contact Person	<u>For Technical query:</u> Administrative Officer- (P&A), Email: adminofficer[at]inflibnet[dot]ac[dot]in and devang[at]inflibnet[dot]ac[dot]in; Tel: 079-23268121 [During office hours 9.30am to 6.00pm (Mon-Fri)] <u>For Commercial and general query:</u> In-Charge (Stores & Purchase), Email: shyam[at]inflibnet[dot]ac[dot]in; Tel: 079-23268146 [During office hours 9.30am to 6.00pm (Mon-Fri)]
09.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, Ministry of Education, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under **Two Bid System i.e. Technical Bid and Financial Bid for Comprehensive annual maintenance Contract for 6 (Six) nos. of Lifts at INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.

Desirous companies may download the tender document from the INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in

IMPORTANT DATES

Publish Date	16.08.2021	01:00 PM
Document Download / Sale start Date	16.08.2021	01:00 PM
Document Download / Sale end Date	07.09.2021	11:00 AM
Pre-Bid Meeting	27.08.2021	11:00AM
Bid Submission Start Date	27.08.2021	04:00 PM
Bid Submission End Date	07.09.2021	05:00 PM
Bid Opening Date	08.09.2021	11:30 AM

GENERAL INSTRUCTION FOR BIDDER

1.1 Eligibility (Pre-qualification) Criteria.

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies as mentioned in Annexure – I along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.

1.2 Contract Period: The Contract will be initially for the period of One Year, which may be extended up to maximum further two years one year at a time from award of contract/signing of agreement, if the performance/services are found satisfactory in the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.

1.3 Period of Validity of Offer: For the purpose of placing the order, the proposals shall remain valid till 120 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. A Bidder agreeing to such an extension will not be permitted to increase its rates.

1.4 Submission of Bid: The bids have been invited under two bid system, the interested bidders are advised to submit the bid in the following manner:

I. Technical Bid (Envelope - I, Annexure T-I to T-VIII)

Envelope No.-I: Shall contain all the information and documents in the same serial order as shown in the Annexure – I (Eligibility / Pre-qualification Criteria). The complete document should be numbered chronologically. On the top to envelope must be superscribed “Technical Bid – I”.

II. Financial Bid- (Envelope – II, Annexure F-I)

Envelope No.-II: Shall contain the rates/ prices of the CAMC duly filled in Financial bid format at Chapter-5 with signed and stamped. On the top of envelope must be superscribed “Financial Bid-II”.

III. Final Envelope – III

Both the sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed “Bid for CAMC for 6 Nos. of Lifts” and send to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The tender must reach on or before 7th September, 2021 at 5.00 PM.

- 1.4.1 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 1.4.2 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- 1.4.3 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date. The Centre will not be responsible for non-receipt of quotation due to postal delay, loss in transit etc.
- 1.4.4 Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 1.4.5 The bid shall be written in English only.
- 1.4.6 No other method/means of submission of bid except as stated above shall be acceptable. All entries in the bid form should be legible and filled clearly. Otherwise the bid is likely to be rejected.

If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

- 1.5 Earnest Money Deposit (EMD):** The As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the Bid security Declaration Form as prescribed in annexure T-X. It is mandatory to submit the Bid security declaration Form, in absence of which the bid would be considered as unresponsive.
- 1.6 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of 3% of the total amount of work order immediately of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.
- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held on 27th August, 2021 at 11.00 AM at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder/Contractor/OEM can send their queries to:

For Technical query:

Administrative Officer- (P&A), Email: adminofficer[at]inflibnet[dot]ac[dot]in and devang[at]inflibnet[dot]ac[dot]in; Tel: 079-23268121

For Commercial and general query:

In-Charge (Stores & Purchase), Email: shyam[at]inflibnet[dot]ac[dot]in; Tel: 079-23268143

The Service provider is expected to visit the Centre before pre-bid meeting or submitting tender documents so as to have a fair idea of the equipment & type of services required to be provided. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visit will not be reimbursed by INFLIBNET.

1.8 Terms of Payment:

- 1.8.1 The payment will be released in four installments/ after completion of 3 months of service period, on satisfactory performance and should be duly certified by the concerned officer, of Administration Section of INFLIBNET. No advance payment will be made.
- 1.8.2 Invoice (i.e. Tax invoice as per GST, Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of GST, Service Tax shown separately).
- 1.8.3 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre.
- 1.8.4 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Administrative delay for the reasons beyond the control of the Centre.
- 1.8.5 Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess.
- 1.8.6 No payment shall be made in advance nor any loan from any bank of financial institution recommended on the basis of the order of work.
- 1.8.7 All Taxes, as per applicable rules, from time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.

- 1.9 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to the all the bidders who have issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
- 1.10 Enforcement of Terms:** The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.
- 1.11 INFLIBNET Right to reject any or all bids:** The competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) on the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- 1.11.1 The Competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
- 1.11.2 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the contractor at any time, in its discretion, before the last date submission of proposals.
- 1.11.3 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any period of time and without advance notice, to change the procedure for the selection of service provider.
- 1.12 Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the default committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.
- 1.13 Resolution of Disputes:**
- 1.13.1 If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts, give 30 days' notice thereof to the other Party in writing.
- 1.13.2 In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

- 1.13.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.13.4 The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.
- 1.13.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

- 1.14 Price Bid:** The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the service Providers, if any, who wish to be present on the spot at that time.

The price bid of only those bidder will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure-I (Pre-qualification criteria). All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.

This part shall contain prices in Indian Rupees only with detailed break-up of price as per format (Annexure – F-I) both in figures and words. No other enclosure is permitted in Envelope - II. Change of terms and conditions and technical deviations, if any, found in financial Bid of the tender will not be taken into account and will be treated as null and void.

1.15 Compensation for Delay:

1.15.1 Normal breakdown Service:

The normal breakdown call shall be attended by contractor within 24 hours at any time or any day and for the same no any extra charge will be paid by INFLIBNET. It has to be ensured by the contractor that the Elevator/lift/Escalators – 6 nos. are always in working condition. Any breakdown or defects shall be attended to it immediately. If for any reason, the Lift/Elevators is not operational for more than 24 hrs. , recovery @ Rs. 500/- per day per lift/elevator/escalator, will be made till the system is made functional. The said penalties will be recovered from performance guarantee or from bill amount.

1.15.2 Emergency Service:

If in emergency call due to human lock in to the lift or any other reason emergency breakdown shall be attended by contractor within 90 minutes at any time on any day and for the same no any extra charges will be paid by INFLIBNET. For excess timing to reach for attending the emergency /breakdown call penalties is imposed as below:

The said penalties will be recovered from performance guarantee or from bill amount.

[a] after call , more than 90 minutes to 3 hrs. : Rs. 500/- per emergency /breakdown call.

[b] After call, more than 3 hrs. : Rs. 1000/- per emergency breakdown call.

[c] After call, more than 8 hrs. : Rs. 2000/- per emergency /breakdown call or Full charge by other agency if said work will be done by other agency.

- 1.16.3 It is desirable that no passenger ever gets trapped inside the elevator. However, if such situation of emergency arises, where a passenger gets locked inside the lift/elevator and if some risky operation gets mandatory to be carried out, then the damages occurred to the system, be it lift/elevator/part, no extra labour charges/damage charges will be paid for repairing the same.

- 1.16 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

- 1.17 Agreement:** The contractor will have to enter into a written Agreement immediately of intimation of acceptance of approved rates/LOI.

1.18 Bid Evaluation Criteria & Award Criteria:

- 1.18.1 After the opening of the technical bid, the same will be evaluated by the Centre. In case the Centre decides for seeking further information/clarification, the same shall be provided by the bidder. Those bids which are technically qualified as per pre-qualification criteria, and complete in all aspects with all annexures (T-II to T-VIII) and fulfilling the requirements as specified in Chapter-3, Scope of work, the financial bids of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email.
- 1.18.2 In case, it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.
- 1.18.3 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 1.18.4 The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates. The Competent authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

1.19 Disclaimer: The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- 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).

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Terms & Conditions**2.1 Terms & Conditions for All in all maintenance service contract for lifts**

- 2.1.1 All pages of tender document including technical bid and financial bid should be stamped and signed by authorized person/persons to having a token of acceptance to all conditions of tender.
- 2.1.2 INFLIBNET is not responsible for non-receipt of quotation due to postal delay, loss in transit. Etc.
- 2.1.3 In case of breach of any terms and conditions mentioned in this contract, the Performance Security deposit of the agency will be liable to be forfeited by the office besides annulment of the Contract.
- 2.1.4 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.5 The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Centre shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 2.1.6 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 2.1.7 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 2.1.8 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.9 The personnel deployed by the agency shall be healthy, active. Nobody shall have any communicable diseases.
- 2.1.10 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the Contractor / firm.
- 2.1.11 In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 2.1.12 This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirement.
- 2.1.13 The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated times shall become the property of INFLIBNET and will not be returned.
- 2.1.14 The Service providers shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.1.15 The bidder will be bound by the details furnished by him/ her to INFLIBNET while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- 2.1.16 The contractors/ agency's personnel shall follow and adhere to all procedures and processer as laid down by INFLIBNET.

2.2 Special terms & conditions of the contract for lifts

- 2.2.1 Person deputed for servicing the lift should have minimum 2 years' experience in this field.
- 2.2.2 Required tools like screwdriver, adjustable spanner, test lamp etc. should be arranged by the Contractor.
- 2.2.3 Consumable materials like cotton pieces, oil, grease etc. should be arranged by the contractor.
- 2.2.4 Supply and fixing of any parts/ components which may be required to be replaced due to wear and tear of break down is also included in the scope of work.
- 2.2.5 Repair/ Replacement of important items like hoisting motor, door motor, gear box, ropes, hook etc. is also included in the scope of work being part of the life.
- 2.2.6 Normally servicing / routine maintenance of the lift should be done on the working days during office hours on mutually agreed upon time in presence of INFLIBNET Engineer/ Supervisor.
- 2.2.7 Major break down, if any, should be attended on priority within reasonable period on any day to maintain facility.
- 2.2.8 All the equipment/ components should be checked thoroughly for its proper functioning after the services is over.
- 2.2.9 Emergency rescue device and safety operations of the lifts should be demonstrated by your engineer every six months.
- 2.2.10 Person engaged for services should carry identity card and should produce when demanded.
- 2.2.11 Person engaged for servicing, if found objectionable should be replaced immediately as instructed and directly by Engineer/ Supervisor.
- 2.2.12 No extra charges will be paid for spare parts replaced at the time of Service/ Repair.
- 2.2.13 The Contractor shall be responsible for the behavior of the person employed by him. He will also be responsible for any damage or loss of the property of INFLIBNET as a result of negligence/ carelessness of the work.
- 2.2.14 In case of contractor fails to carry out satisfactorily, apart from the right to terminate the contract, the Centre reserves the right to get the work done at the risk and cost of the contractor.
- 2.2.15 A logbook shall be maintained for each lift and servicing/ maintenance or replacement of parts and repairs etc. carried out will be recorded therein by the contractor and presented to Administrative Department of Centre on every last day of the month.
- 2.2.16 Contractor should ensure that each lift is in perfect operating condition all the time.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Scope of Work

3.1 Annual all in all maintenance service contract for lift.

- 3.1.1 Rope and main sheave for any extra ordinary abrasion.
- 3.1.2 Over speed governor safety for normal operation.
- 3.1.3 Gate locks for normal operation and interlock checking.
- 3.1.4 Button/ Signals, display, LED at all floors.
- 3.1.5 Gate lock Ram/ Door operator.
- 3.1.6 Car Equipments
- 3.1.7 Rope tension and traction/ loss.
- 3.1.8 Machine Mounting bolts and nuts.
- 3.1.9 Electromagnetic Break setting.
- 3.1.10 Overload setting.
- 3.1.11 Setting of single phase balance tripping.
- 3.1.12 Oil level in gear box and in motor.
- 3.1.13 Floor levelling with one half of the rated load.
- 3.1.14 Wear and Tear on the guide shoes and clearance from guides.
- 3.1.15 Pit equipments.
- 3.1.16 Three phase safety tripping level adjustment.
- 3.1.17 Replacement/ Repair/ ropes and cabin interiors such as cabin fan, lights, car panel, glass, mirror, false ceiling, voice synthesizer, battery operated emergency light & alarm etc.
- 3.1.18 Lift electrical panel and controller etc. with all components including V3F drive system.
- 3.1.19 Any other defect/ malfunctioning of the lifts, whatsoever, shall be the responsibility of the contractor to rectify the same under AMC.
- 3.1.20 Obtaining of NOC/ Certificate for use the inspector of lifts.

3.2 Preventive Maintenance service Checks with periodicity of check-up for passenger lift.

3.2.1 Weekly Checks

- Door operation mechanism.
- Speed and Speed controls.
- Functioning of push button controls inside car and outside car.
- Verification of noise corrective steps.

3.2.2 Monthly checks

- Servicing of Lift system and components including cleaning, lubricating parts and adjustments.
- Control wiring checks.
- Break system adjustments.

3.2.3 Quarterly (One In 3 Months) Checks

- Insulation value of motors.
- Tightness and soundness of the wire ropes and rope assembly.
- Soundness and healthy condition of buffer springs.
- Electrical & Electronic control panel system.

3.2.4 Half yearly Checks

- Safety controls for undesirable speed aspects.

3.2.5 Any other work linked with the lifts found to be done by the contractor shall do the same on instructions from the Centre.

3.2.6 The agency has to provide a technician during any major program/event, which will be informed by the Centre to avoid any breakdown or to solve issue which may arise at that time.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/LIFTS/AMC/2021-22)

Eligibility (Pre-qualification) Criteria**Annexure T-I****Page number should mention mandatory**

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The OEM /Bidder/OEM must be a registered as Company Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the same business continuously engaged for this service/business at least in last 3 years.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable		
03.	The bidder should have successfully provided/executed any one criteria of similar work ("a" or "b" or "c") during last five years to Government clients/ Autonomous Bodies/ Public sector under taking/ Privet sectors and MNCs of high reputed Industry as below: a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. b) Two similar completed works each costing not less than the amount equal to 60 % of the estimated cost. c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.	Certified documents of Work orders/ Agreements in support of past contracts with Govt/ PSUs/ Other establishments		
04.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST		
07.	They should submit Bank Account details.	Bank Account details.		
08.	Bidder's Details Annexure T-II	[On the letterhead of the Bidder]		
09.	Bid form Annexure T-III	[On the letterhead of the Bidder]		
10.	Declaration of Bidder Annexure T-IV	[On the letterhead of the Bidder]		

11.	Declaration of blacklisting/Non Blacklisting - Annexure-V	[On the letterhead of the Bidder]		
12.	Financial Capability of bidder Annexure T-VI	[On the letterhead of the Bidder]		
13.	Details of Firm's Experience of Similar Services T-VII	[On the letterhead of the Bidder]		
14.	Certificate for the site inspection T-VIII	[On the letterhead of the Bidder]		
15.	Bid Security Declaration Form T-IX	[On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/LIFTS/AMC/2021-22)

Annexure T-II

Bidder's Details

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	GST registration Number: PAN Number:	
Particular Details of the Bidders Representative'		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

UNDERTAKING

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,**

Authorized Signatory (signature in full):_____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre

(Tender No.INF/PUR/LIFTS/AMC/2021-22)

Annexure T-III

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: CAMC of 6 Nos. of Lifts at INFLIBNET CENTRE, Gandhinagar

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/PUR/LIFTS/AMC/2021-22, do hereby propose to execute the job as per specifications as set forth in your Bid document.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 120 (one hundred and twenty only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to 3% of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2021

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director / Authorized Signatory of the Company / Firm,
mentioned above, is competent to sign this declaration and execute this tender document;

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

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/
company namely M/S. has not been blacklisted or
debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/
company namely M/S.....Was blacklisted or debarred by any
Government Department from taking part in Government tenders for a period ofyears
w.e.f..... The period over on And now the firm/ company is entitled to take part in Government
tender. In case the above information found false I / we are fully aware that the tender/ contract will
be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited.
In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR, will not be
responsible to pay the bills for any completed/ partially completed work.

Signature:

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should be affixed.
--

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm,
certificate will be given by all the partners and in case of limited company by all the Directors of the company
or company secretary on behalf of all directors.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/LIFTS/AMC/2021-22)

Annexure T-VI

FINANCIAL CAPABILITY OF BIDDER

Sl. No.	Name of the Bidder	Turnover (Rs. / Crores)		
		2018-19	2019-20	2020-21
1				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

Details of works of similar type executed by the bidder

(To be submitted in Envelop No. 1)

Sr. No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Dates of		Page No
						Start	Compl etion	

Sign and Seal of Contractor

1. Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
2. If necessary, separate sheet may be used to submit the information.

SITE VISIT CERTIFICATE

THIS IS TO CERTIFY that:

I, _____ (name of bidder or his representative) of the
_____ (name of construction firm) visited the site in connection with the
Bid No. _____ for the _____ (name of the Project.)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

Signature of Bidder with seal: _____

Name and title of Signatory: _____

Stamp of Address of Company: _____

Note 1: This form shall be completed at the time of the visit to the site where the works are to be carried out.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/LIFTS/AMC/2021-22)

Annexure T-IX

[On the letterhead of the Bidder]

Bid Security Declaration Form

Date: _____

Tender No. _____

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder
(i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on _____ day of _____.

Corporate Seal

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/LIFTS/AMC/2021-22)

Annexure –F-I

(To be submitted in Envelop No. II)

(Bidders are requested to furnish the Financial Bid in the Format given in this section, filling all details and to be submitted on Letter Head in original)

Financial Bid for Comprehensive Annual Maintenance and “All-in-All” Service contract for 6 Nos. “Hi-Tech” make passenger Lifts (2 Nos. 10 person, 2 Nos. 8 persons and 2 nos. 6 Persons capacity)

Sr. No.	Description	Qty. of Lifts	Rate quoted for Contract	Amount in Rupees.
01	<p><u>“Hi-Tech” make Lift of 10 persons/ 650 Kgs. Capacity.</u></p> <p>“All-in-All” comprehensive maintenance and servicing of 2 Nos. “Hi-Tech” make and MRL type with S>S car and power operated center opening steel door passenger lifts of 10 persons/ 650 kgs. Capacity each serving B+G+7 floors with V3F drive, EBD/ ARD system, Microprocessor based duplex selective collective control, power operated center opening automatic horizontal steel sliding doors, battery operated emergency light in the car & alarm bell in selected floors, battery operated press & talk type intercom system, infrared light curtain etc. installed in INFLIBNET Centre, Gandhinagar, Comprising of attending to complaint calls, routine servicing, preventing maintenance and break down maintenance calls complete with supply of spares and components for replacement of defective one and also due to normal wear and tear etc. and complete as required for efficient, smooth and trouble free operation of elevator and also as per the details given in Chapter – 3 (Scope of Work)</p>	02 Nos.	12 Months (One (1) Years)	
02.	<p><u>“Hi-Tech” make Lift of 08 persons/ 544 kgs. Capacity.</u></p> <p>“All-in-All” comprehensive maintenance and servicing of 2 Nos. of “Hi-Tech” make and MRL type with S.S car power operated center opening steel door passenger lifts or 8 persons/ 544 kgs. Capacity each serving B+G+7 floors with V3F drive, EBD/ ARD system, Micro.</p> <p>Processor based duplex selective collective control, power operated center opening automatic horizontal steel sliding doors, battery operated emergency light in the car & alar, bell in selected floors, battery operated press & talk type intercom system, infrared light curtain</p>	02 Nos.	12 Months (One (1) Years)	

	etc. installed in INFLIBNET Centre, Gandhinagar. Comprising of attending to complaint calls, routine servicing, preventing maintenance and break down maintenance calls complete with supply of spares and components for replacement of defective one and also due to normal wear and tear etc. and complete as required for efficient, smooth and trouble free operation of elevator and also as per the details given in Chapter-3 (Scope of Work).			
03.	<p><u>“Hi-Tech” make Lift of 06 persons/ 408 kgs. Capacity.</u></p> <p>“All-in-All” comprehensive maintenance and servicing of 2 Nos. “Hi-Tech” make S.S car and power operated center opening steel door passenger lifts of 6 persons/ 408 kgs. Capacity each serving B+G+7 floors with V3F drive, EBD/ ARD system, Microprocessor based duplex selective collective control, power operated center opening automatic horizontal steel sliding doors, battery operated emergency light in the car & alarm bell in selected floors, battery operated press & talk type intercom system, infrared light curtain etc. installed in INFLIBNET CENTRE, Gandhinagar. Comprising of attending to complaint calls, routine servicing, preventing maintenance and break down maintenance calls complete with supply of spares and components for replacement of defective one and also due to normal wear and tear etc. and complete as required for efficient, smooth and trouble free operation of elevator and also as per the details given in Chapter -3 (Scope of Work).</p>	02 Nos.	12 Months (One (1) Years)	
	Total:			
	Charges of GST_____%			
	Total Amount including GST			
Amount in words: Rupees _____				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____