



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An Autonomous Institution, Ministry of Human Resource Development, Govt. of India)

IISER Pune Campus, Dr. Homi Bhaba Road, Pune-411 008.

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No: 54(2) /IISER/Pune/20-21/ 120

Dated 06/ 05 / 2021

NOTICE INVITING QUOTATION

Indian Institute of Science Education and Research, Pune Invites online quotations on behalf of Director IISER Pune for below mentioned work from agencies, found eligible as per the minimum requirements defined in clause 1 & 2 of NIQ for the work mentioned below:

Name of work &Location: Annual comprehensive maintenance contract for Passenger lifts 2 nos (make Johnson lifts pvt ltd) at Guset house IISER Pune

Last date and Time for Submission: 20 May 2021, 15:00PM

Date and Time of Quotation Opening: 20 May 2021, 15:30PM

ELIGIBILITY CRITERIA (Technical Qualification)

Clause 1.

The bidders who fulfill the following requirements shall be eligible to apply.

The applicant should be registered (**ANY ONE**) with CPWD in western region, Maharashtra State PWD, MES, Railways in appropriate category for Composite / electrical works.

OR

The applicant should be well establish and reputed contractor in field of supply, installation, testing and commissioning, Maintenance of **Lifts** and having five years similar work experience and OEM, authorized service provider. The authorization registration/Certificate should be valid till the last date of receipt of tender.

Applicant should submit attested or notarized copies of experience for similar work completed within last 3 years from client department with copy of work order along with quotation. Bidders not meeting minimum eligibility criteria shall summarily be rejected.

Similar works Means Maintenance of lifts

Clause 2.

2.1 The agency shall have valid GST/PAN/TAN/ESIC/PF numbers/certificates.

2.2 Consent letter from OEM. (Refer FORM G)



Terms and Conditions:

1. The time allowed for carrying out the work will be **12 (Twelve) months** from the date of issue of work order.
2. The act of backing-out after quotation will debar such agencies for participating in future quotations of IISER PUNE. Bidder may e-mail queries on maintenance@iiserpune.ac.in or submit to IISER PUNE office in hard copy on all working days before a day of submission date of quotation. Rates quoted in words shall be treated as final for deciding L1 bidders.
3. Quotation can be obtained from IISER PUNE Engineering office at Main Building between **10 AM to 4 PM** on all working days before date of submission. Applicant may quote by downloading quotation document from IISER PUNE website www.iiserpune.ac.in
4. All agencies need to submit their quotation in hard copy in a sealed envelope containing two separate envelope, one envelope containing qualification documents mention in Clause 1 & 2 and second envelope containing sign, Stamp, NIQ documents with quoted rates to this office by suitable means on and before **(20 /05/2021) 3:00PM**. Quotation received after the date & time specified above shall not be accepted. Any delays, postal delay etc. will not be entertained. Agency should quote for all the items in the BOQ. The bid shall be submitted in the original Bid document (as issued by the IISER, Pune) super scribing the name of work. Rates quoted in the words shall be treated as final for deciding L1 bidder. Quotations will be opened on the same day **(20/05/2021) at 3.30 PM** in the presence of agency or their authorized representatives, if any. Please mentioned – **Technical /Qualification bid** on envelope-1 and **Financial Bid** on envelope - 2.
5. Commercial bid/Financial bid envelop of technically qualified bidder shall be opened accordingly intimation to technically qualified bidder. The offer of the agency should be commercially clear including acceptance of all terms and conditions of this Quotation by the agency. IISER Pune reserves the right to accept or reject the quotation/s without assigning any reasons. Quotations submitted with any conditions shall be treated as 'Conditional Quotation' and shall be summarily be rejected by IISER PUNE.
6. Quoted rates should be inclusive of cost of all the materials, labour cost , GST , all taxes, octroi, duties, cost of sample and fees towards testing of materials in labs, royalties etc. complete. Nothing extra shall be paid separately.
7. All approved makes shall be as per list attached with this and as per CPWD and manufactures specifications. (OEM) Agency should put-up technical data and obtain prior approval on makes of various materials of IISER PUNE before taking-up work.
8. The successful agency shall make his own arrangement for all Tools & tackles for work etc complete in view of completion of work. Electricity shall be provided free of cost to agency at one source, agency should make own arrangement to safely tap of power from source to work location.



9. No advance payment shall be made by IISER Pune. Quoted rates should be including GST, TDS and other applicable taxes and cess will be deducted from the bills of the work as applicable.
10. No running account bill shall be paid for the work till the applicable labor licenses, registration with EPFO, ESIC and BCOW welfare board, whatever applicable is submitted by the contractor to the Engineer-in-charge. Payment shall be done after satisfactory completion of work in each quarter on quarterly basis only.
11. Specification for the work to be carried out as per BOQ, latest CPWD specification, IS specifications, manufactured specification & as per instruction of IISER PUNE whenever specification CPWD/ IS specification are not available.
12. The contractor shall ensure that minimum wages should be paid to the labours and employees in accordance with labour laws.
13. L1 Agency to submit actual measurements and abstract sheet to IISER PUNE within 30 days from completion of work.
14. The Eligibility cum Technical bid shall be opened first at **3:30 pm on 20/05/2021**. The Financial bid shall be opened of those bidders who qualify in the eligibility of Technical bid. The time and date of opening of financial bid of the eligible bidder shall be communicated at a later date. The institute shall not accept any loss or delay in transit as an excuse for late tendering.



Executive Engineer,
IISER Pune

Encl: - 1. Schedule of Quantity
2. Scope of Work

Sign & stamp of Agency



FORM 'C'

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST 7
(Seven) YEARS ENDING PREVIOUS DAY OF THE DATE OF SUBMISSION OF TENDER**

S. No	Name of work/ project and location	Owner or Sponsoring Organization	Cost of work in lakh of Rupees	Date of commencement As per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending/in progress with details	Name and address /telephone number of officer to whom reference may be made	Remarks

• Indicate gross amount claimed and amount awarded by the Arbitrator.



SIGNATURE OF BIDDER(S)

FORM D

PERFORMANCE REPORT OF WORKS COMPLETED REFERRED TO IN PROFORMA 'C'

1. Name of the work/Project & Location.
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of completion
 - (a) Stipulated date of completion.
 - (b) Actual date of completion.
7. a) Whether case of levy of compensation for Delay has been decided or not ?
Yes / No
b) If decided, amount of compensation levied for Delayed completion if any?
8. Amount of reduced rate items, if any
9. Performance report
 - i) Quality of Work: Outstanding/Very Good / Good / Poor
 - ii) Financial soundness: Outstanding/Very Good / Good/ Poor
 - iii) Technical Proficiency: Outstanding/Very Good / Good / Poor
 - iv) Resourcefulness: Outstanding/Very Good / Good / Poor
 - v) General Behavior: Outstanding/Very Good / Good / Poor

DATED:



Executive Engineer or Equivalent

Form G

CERTIFICATE FOR ASSOCIATING OEM

(Not required in case of bidder is OEM)

This is certified that we have not deviated from the technical specification and commercial Provisions provided in the Notice Inviting Quotation

The Price bid is unconditional.

This is certified that we have engaged / we are

M/s..... as OEM/Authorized Dealer/Service Provider of the Johnson Lifts.

(i) Name of contractor

(ii) Address

(iii) Name of OEM

NOTE: All columns of above Performa must be filled in.

**Contractor's Signature & Stamp
(Contractor)**

CONSENT LETTER

I hereby give my consent to work as OEM till the completion of work. I will be responsible for Necessary action to hand over the installation and for rectification of defects and repair during the guarantee/warranty and maintenance period. I will execute the work as per CPWD specification/OEM specification and terms and conditions of the contracts.

I will also engage suitable Engineer for the work as per condition of the contract. I further

Certify that the above particulars pertaining to me are correct.



**Signature & Stamp of Associate Agency
(OEM)**

Scope of Work:

I. Scope of Comprehensive Annual Maintenance Contract (CAMC):-

Lift Makes: Johnson

1. Diagnose the fault and rectify the defects detected in reasonable time within 4 hours.
2. Repair /replace the faulty parts etc. of the equipment's.
3. Carry on the preventive maintenance (at least once in a month) as per schedule of OEM maintenance manual.
4. Attend all break down calls as and when required.
5. Upkeep the system, recording, required reading and maintenance of log Book of works carried out.
6. Diagnose the fault and rectify the defects detected in reasonable time within 4 hours.
7. Repair /replace the faulty parts etc. of the equipment's.
8. Carry on the preventive maintenance (at least once in a month) as per schedule.
9. Attend all break down calls as and when required.
10. Upkeep the system, recording, required reading and maintenance of log Book of works carried out.
11. Servicing, maintenance and replacement shall be done with the knowledge of Executive /Asstt. Engineer (E), IISER Pune
- 12.

1. Repair and breakdown service: Repair coverage

All parts and components fitted by Johnson lifts will be original parts or components. If original parts or components are not available, the parts or components fitted will be of equal quality and functionality. Agency liability to the IISER Pune for any defects in design, materials or workmanship relating to parts and components shall be Limited to the replacement of spare parts or components as defined by this Article. Refinishing, repair or replacement of following components are outside the scope of this contract:

- I. Elevator car enclosure
- II. Elevator car and landing door panels / gates
- III. Alarm bell/buzzer
- IV. Incoming Electrical wiring up to main switches in the m/c room
- V. Main switches in the m/c room
- VI. LCDs



VII. Any other equipment or accessory not forming part of the initial supply of the elevator equipment although provided as a necessary accessory by or to the customer this includes Accessories such as EBD / KRD, Intercom, LAS, BMS, DCS, E-Link & Group Indicators, access control system, alarm device,

VIII. Decorative items including mirror and hand rail

Material groups excluded from repair coverage

1. Battery
2. Fan
3. Lights
4. UPS

2. PROVISION OF SERVICES BY AGENCY

Agency shall perform the Maintenance Services as agreed to in the Contract and in these General Terms and Conditions. In performing the said services, agency shall take all reasonable steps to maintain the Equipment in proper operating condition.

Agency shall use trained and appropriately supervised personnel to perform the Maintenance Services. The Maintenance Services shall be conducted during the Normal Working Hours. Agency during its normal working hours, shall send at regular intervals and as frequently as the Company thinks necessary, having regard to the age, nature and condition of the elevator, a technician to systematically inspect, adjust and lubricate the parts of the elevator to the extent necessary to maintain the elevator in satisfactory working order. Agency will supply all lubricants (made as per standards of Johnson) necessary for this purpose. Upon notification by the customer of a breakdown or failure in the elevator, agency shall send, as soon as may reasonably be possible and during normal working hours, technician to carry out necessary repairs in order to restore the elevator to satisfactory working condition. Agency will carry out according to its standards customary annual safety test to examine all safety devices. Agency will not be required to make any other tests. Agency will either be required to install new attachments nor to make replacements with parts of a different design to the elevator whether or not recommended or directed by Insurance Companies, or by Governmental or Non-Governmental authorities..

The Equipment under contract will remain out of commissioning while the maintenance process is being carried out. No one will be allowed to use the Equipment during this period.

3. PROVISIONS BY THE IISER PUNE

The IISER Pune shall promptly inform agency of any unsatisfactory operation or performance of the Equipment, any accidents or incidents involving the Equipment or any change in the use of the Equipment. The IISER Pune shall be responsible for all wiring in the building structure and power supply necessary for the functioning of the Equipment.



The IISER Pune shall be responsible for any power supply fluctuations or failures causing damage to the Equipment. The IISER Pune shall comply with all applicable Legislative Requirements, including occupational safety and health regulations. IISER Pune shall keep sills, machine room and pit clean. The IISER Pune shall instruct all persons using the elevator to use it all times in accordance with OEM reasonable instructions. The IISER Pune shall ensure to prevent misuse or vandalism of the elevator

The IISER Pune shall ensure that two trained persons in the building will be available for emergency rescue of trapped passengers. The IISER Pune shall nominate two persons by name and designation for intimating breakdowns if any, to agency with clear understanding that instructions of only such persons will be attended by agency

The IISER Pune shall keep the Machine room under lock and key. The IISER Pune shall not to allow any other person, either his own or a third party to meddle with, repair or rectify any of the elevator components during the subsistence of this contract with the explicit understanding that any breach of this clause will relieve agency of all further obligations under this contract.

4 PARTS AND COMPONENTS

All parts and components fitted by OEM will be original Parts or components. If original parts or components are not available, the parts or components fitted will be of equal quality and functionality and approval of OEM is required. It is hereby specifically agreed that OEM would not in any way be liable to replace or repair free of charge, under this contract any damage caused to all or part of the elevator as a consequence of a faulty electrical system, power fluctuations, third party interventions, fire, water seepage flooding etc. In such an event all repairs and replacements as may be necessitated would be carried out at the cost and expense of the customer. It is recommended that the customer should take adequate protection from Insurance or similar companies to safe guard the equipment for damages that would occur due to such causes. In such an event the cost of repair or replacement should be reimbursed to agency without any conditions or limitations. Where materials, component parts or assemblies are no longer available due to obsolescence or if they have been permanently taken out of production by the original supplier, then the supply and use of alternative replacement materials, component parts or assemblies (as the case may be) will beat the cost of the Customer. In the event agency consider themselves unable to supply any materials or parts for the purpose of this Agreement, then this agreement shall forthwith terminate without prejudice to agency accrued rights and without any liability to agency for such termination.



5. LIMITATION OF LIABILITY

Notwithstanding any other provisions or indemnities in this Contract, in no event shall agency be liable to the other party for any loss of profit, use, contracts, business, customers, good will, contractual liabilities of others or for any indirect or consequential loss or damage, which may be suffered by the other party in connection with the Contract.

6. TERMINATION OF CONTRACT

The Contract shall remain in force for the Contract Duration Period, unless cancelled in writing by either party, by issuing **30 days' notice prior** to the desired date of termination. Either Party may terminate the Contract, without satisfying the above time requirements, by giving a written notice to the other Party in the event that the other Party goes into liquidation either compulsorily or voluntarily, or a receiver, administrator or administrative receiver is appointed in respect of the whole or any part of its assets, or if the other Party commits a material breach of the Contract and the said breach has not been remedied within thirty (30) days after receipt of written notice setting forth particulars describing the alleged breach. Further, IISER Pune has the right to terminate the Contract in the event the main purpose of use of the Equipment has materially changed during the Contract Duration Period or the Equipment is serviced or repaired by a third party without the prior written approval by IISER PUNE during the Contract Duration Period or the ownership of the building where the Equipment is located is changed.

7. Payment Terms:

1. Advance payment is not preferable, so the agencies should avoid it. Payment will be made quarterly/monthly after satisfactory completion of work.
2. Taxes, if any, will be deducted from bill / Tax invoice at the prevailing rates.
3. This is a Comprehensive Annual Maintenance Contract which includes all minor and major parts, consumables etc.
4. Bidder shall inspect the system before quoting. A bidder shall deem to have full Knowledge of installation whether he inspects it or not.
5. The Institute reserves the right to accept or reject any or all the tenders in part or in full or may change the tender conditions at any stage, even during contract period, without Assigning any reasons or to distribute the whole work between two or more contractors.
6. No additional amount will be paid to the contractor what has been specified in the terms and conditions of this contract
7. The repair work is to be carried out within the premises of the Institute. In the event of Major repairs, if any of the machines required to be taken outside Institute premises, the same will be allowed to be taken outside only with the written permission of the Institute like Gate pass. No

separate charges on account of labour and transportation would be paid by the Institute for the purpose.

8. Taxes will be deducted at the source as per rules.
9. The Tenderers are requested to go through the instructions, terms and conditions given in the tender document and the general terms and conditions attached herewith.
10. Only OEMs or their authorized service dealers/distributors with valid TIN & PAN nos. are eligible to participate in the tender bid.
11. Conditional tenders are liable to be summarily rejected.
12. The contractor shall be responsible for behaviour and conduct of its workers. Worker with doubtful integrity or having a bad record shall not be engaged by the contractor. In this regard, it is also to be stated that the antecedents of the mechanics/ labourers to be Deployed by the firm for execution of AMC work, may be got verified from the local police.
13. The Institute will be at the liberty to ask for source and proof of procurement of, materials used to repair/ replacement of the machines.

All the substandard material if brought by contractor shall be rejected and shall have to be removed by him at his cost from the site immediately and this office will not be responsible for the safe custody of the same.

8. Work Guidelines

1. The CMC work to be carried out in the presence of IISER Pune representative
2. The work should be executed to the entire satisfaction of the Engineer-in Charge.
3. The agency will comply with all statutory requirements in respect of the work.
4. The agency will be responsible for the safety of personnel deployed by them for the work at the site. In case of any accident/incident which may involve any injury or loss of life to the personnel deployed by the agency, IISER in no way shall be responsible for such happenings and will not be liable for any type of compensation to any party. Safety of personnel deputed will be whole sole responsibility of the concerned agency.
5. All breakdowns calls shall be attended free of cost.
6. The agency will provide minimum twelve (12) free services in a year.
7. The agency shall attend unlimited breakdown calls in between routine service Calls immediately on receipt of breakdown calls free of cost.
8. The agency will have to attend any breakdown call within Four hours of intimation during working hours and by the beginning of the next day if intimated after office Working hours, otherwise penalty @ Rs. 1000/- per day of down time will be Levied. The same applies in case of a major fault or overhauling, if it is not rectified and the lift is not made working within five days. The agency will have to ensure that all necessary spare or

replacement parts arrive on time to the site to make the lift working in time. Maximum penalty is limited to 10% of the contract value.

9. While handing over the passenger lift at the end of the contract these should be in perfect working condition. Any defects found have to be rectified by the agency or else the net cost of the repairs will be charged on the agency's account.

During the currency of the contract, if any mishap occurs due to faulty lift or any of its part, it will be the responsibility of the agency to compensate the loss on account of injury to any person/property. IISER, on any account, shall not be responsible for the loss. OEM/Authorized agency to indemnify IISER Pune for the same.

10. All Government regulations must be followed during examination and repairs of lifts.

11. The agency will also have to ensure that the lifts are properly lit, fans are working and the lifts are clean at least those places which are hard to reach normally. It is preferred that the agency takes responsibility for Battery replacement, Lift lights, fans repair/replacement. Proper service reports/log books have to be maintained by the agency. Only qualified, skilled and experienced technicians have to be deployed by the agency to carry out the lifts related work.

Sign and Stamp of Agency

Atulkarni



Schedule of Quantity

Name of work : Annual comprehensive maintenance contract for Passenger lifts 2 nos (make Johnson lifts pvt ltd) at Guset house IISER Pune

SL.NO	Location	Quantity	Annual AMC Rate per annum inwards and figure (including all taxes, labour etc.)	Amount
1	Annual Comprehensive mainteneace contract Johnson Lift (passenger lift)	2		
	TOTAL (including all taxes, labour, laed lift etc.)			

sign and stamp of agency



(Signature)
Executive Engineer

