

**NOTICE INVITING TENDER**

Institute of Life Sciences, Bhubaneswar Odisha invites sealed tender from reputed Firms/Suppliers/Manufacturers for **Comprehensive Annual Maintenance Contract (AMC) of 05 (five) nos. of JOHNSON make Lifts** installed at its Office Complex, Bhubaneswar as per specification given below with contract period of 12 months. The tender papers are available in the website of the Institute at [www.ils.res.in](http://www.ils.res.in). Interested agencies may download the tender papers, complete and submit the same so as to reach the undersigned on or before **14-11- 2014 by 3.00 PM**. The tenders will be opened on the same day at 3.30 PM in presence of the intending bidders or their authorized representatives. The tender envelope containing quotation shall be super-scribed as **“Quotation for Comprehensive AMC of 05 Lifts at ILS, BBSR”** and addressed to the Director, Institute of Life Sciences, NALCO Square, Bhubaneswar, Odisha, 751023. Tenders received after due date & time will not be entertained. Institute is not responsible for any postal delay. Incomplete or conditional tender is liable for rejection. The authority reserves the right to reject any or all the tenders without assigning reasons thereof.

<b>Particulars</b>	<b>Specifications</b>
Lift (Building Elevator)  JOHNSON make.	1. 04 nos. of Passenger Lift (6 passengers) 2. 01 no. Service lift (of “2000 Kg.”). Speed 1.0 meter per second, automatic doors, Stainless Steel Cabin along with Microprocessor Control Panel etc. with battery backup for emergency landing.

The quotation for the Comprehensive AMC of Lifts should be submitted in proper format as per ANNEXURE-I & ANNEXURE-II (enclosed).

**General Terms and Conditions:**

1. The rates quoted shall include all applicable taxes.
2. Regular servicing & inspection of the elevators/Lifts should be carried out at least once in a month by the service provider and service report to be countersigned from the Assistant Engineer “Electrical” and submitted to the office.
3. The service provider shall regularly examine elevator equipments and provide Gear oil, Lubricant, Grease, Break Shoe Gibbs, Push Buttons of Car and Landings etc. required for proper maintenance of the lifts.

Contd....

4. The service provider shall also attend any breakdown call immediately.
5. A log book is to be maintained by the agency for every visit to ILS for repair / maintenance and shall be counter signed by Assistant Engineer “Electrical”, ILS.
6. An agreement detailing the terms & conditions shall be executed with the service provider for entering into an AMC.
7. The service provider shall furnish full experience details indicating the parties with whom **similar assignments (Comprehensive AMC for Lifts) were undertaken.**
8. In case of failure to provide service at any time the agency will be liable to pay a penalty @10% of the yearly agreed contract amount.
9. Mode of payment: Quarterly by cheque, no advance payment shall be made towards Comprehensive AMC.
10. Income tax & other statutory taxes if applicable shall be recovered from billing amount.
11. In case of any dispute on any issue relating to this AMC, The decision of the Director, ILS shall be final & binding.

The AMC will be for a period of 1 year, which shall be extendable for further if required depending on satisfactory fulfillment of all '**Terms & Conditions**' of contract agreement. However, the AMC may be **terminated** by issue of one month notice in writing in advance before the expiry of contract agreement, depending on the requirement/performance of the service provider.

The tender must be accompanied by **bid security / earnest money @5%** of its total quoted AMC amount in the form of Demand Draft from any nationalized bank of India & in favour of the Director, Institute of Life Sciences. The bid security / Earnest money of successful bidder shall be retained and for others, the bid security / earnest money will be returned within 30 days of completion of bid evaluation. No interest is payable on this deposit.

The successful bidder shall furnish @ 5% of its quoted AMC rate as 'Performance Security' in favour of “**Director, Institute of Life Sciences**” in the form of Demand draft from any National Bank which shall remain valid throughout the period of contract. If the approved party fails to execute the agreement deed from the specified date, the earnest money will be forfeited. The interested bidders/Service providers may visit this office during working hours to inspect the Lifts or for any further clarification.

The Authority of Institute of Life Sciences or any other person(s) authorized by him/her on his/her behalf reserves the right to accept any, in full or in part, or reject any or all the tenders without assigning any reasons thereof and no correspondence in this respect will be entertained.

Administrative Officer

Enclosure: a) ANNEXURE - I  
b) ANNEXURE - II

CC To:

1. ILS web site
2. Tender. Govt. in
3. Notice board

**Letter for Unconditional acceptance of Bid Conditions**

No.

Dated

To,

The Director  
Institute of Life Sciences,  
NALCO Square, Bhubaneswar 751023

**Sub: - Unconditional Acceptance of Bid Conditions**

Sir,

1. I have read and examined all the conditions in the bid documents for the subject work and we hereby unconditionally accept the bid conditions entirely for the said work.
2. I/we hereby submit our Bid and undertake to keep it valid for a period of two months from the date of opening of Technical Bid.
3. I/we undertake to execute the above items strictly in accordance with the requirements and particulars/ Specifications stipulated in the Bid documents.
4. I/we hereby further undertake that during the said period:
  - 4.1 I/we shall not vary/alter or revoke my/our bid during the validity period of Bid.
  - 4.2 I/we have quoted for the complete scope of the said work.
  - 4.3 I/we undertake to abide by the terms and conditions as stipulated in ILS bid documents and as amended thereafter.
5. I/we have not enclosed any condition/ deviation to conditions of Bid documents in the Envelope containing Price bid.
6. I/we agree that in case of any condition is found to be quoted by us in the Price Bid, my/our bid will be rejected.
7. This undertaking is in consideration of ILS agreeing to open my bid, considering and evaluating the same for the purpose of award of work in terms of provisions of Bid documents.

Signature of Authorised Representative of the bidder.....

Designation .....

Date.....

Bidder's Stamp

**ANNEXURE-I**

To,  
The Director,  
Institute of Life Sciences,  
Bhubaneswar  
Odisha (751023)

Sub: Submissions of Quotations for comprehensive AMC of Lifts (05 Nos.) at Institute of Life Sciences, Bhubaneswar.

Ref: Tender Notice No: -----, dated -----

Sir,

With reference to above, I/We hereby submit the quotation for Annual maintenance Contract of 5(Five) Lifts at your office.

SI. No	Particulars	Amount (Rs.)
A	Comprehensive Annual Maintenance Contract	

Date:

Place:

Signature of the bidder

N.B. - The successful bidder 'will ordinarily be decided on the basis of lowest quote of Annual Maintenance Contract Rate. However, other factors may also be considered for deciding the successful bidder.

**ANNEXURE – II**

**DETAILS OF THE BIDDER**

- 1. Name of the Bidder : -----
- 2. Address of the Bidder : -----
- 3. Telephone No. Landline: -----  
Mobile: -----
- 4. Details of Earnest Money Deposit: DD No. -----Date -----  
Bank-----
- 5. PAN (enclose copy)
- 6. Service Tax Registration (enclose proof)
- 7. VAT Registration (enclose proof)
- 8. Any other details
- 9. Experience Details:

<b>Parties</b>	<b>Nature of Job</b>	<b>Date</b>	
		<b>From</b>	<b>To</b>

This is to certify that the information furnished is true and correct. I / We also certify that I/ We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:  
Place:

Signature of the bidder

