



**INSTITUTE OF LIFE SCIENCES**  
(An autonomous Institute of the Department of Biotechnology, Govt. of India)  
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**Tender Notice No. VIII-108-MF/2013-14/710/ILS Dt. 19-03-2019**

**Comprehensive Annual Maintenance Servicing Contract (AMC) of 08 (Eight) nos. of JOHNSON make Lifts**

**E-TENDER**

**E-Tender portal: <http://www.tenderwizard.com/ILS>**

**PART-I**

On behalf of the Director, ILS, Bhubaneswar, India, **online bids** through [www.tenderwizard.com/ILS](http://www.tenderwizard.com/ILS) are invited under **SINGLE BID SYSTEM** from OEM or their authorized service provider (agencies) for execution of **Comprehensive Annual Maintenance Servicing Contract (AMC) of 08 (Eight) nos. of JOHNSON make Lifts** installed at its Office Complex, Bhubaneswar with contract period of 12 months. Work mentioned in this tender notice.

S/N	Name of the Item(s)/ Equipment/Goods	Quantity	EMD amount in INR (refundable)	Bid Type
1	Passenger building elevator (lift) , Johnson make, capacity 06 persons, starting / operating G+3 Floors, commissioned on April 2013	02	<b>12000/-</b>	<b>ONLINE DUAL BID</b>
2	Passenger building elevator (lift) , Johnson make, capacity 06 persons, starting / operating G+2 Floors, commissioned on April 2013	02		
3	Service building elevator (lift) , Johnson make, capacity 2000Kg., starting / operating G+3 Floors, commissioned on April 2013	01		
4	Passenger building elevator (lift) , Johnson make, capacity 13 persons, starting / operating G+3 Floors, commissioned on April 2018	02		
5	Passenger building elevator (lift) , Johnson make, capacity 10 persons, starting / operating G+3 Floors, commissioned on April 2018	01		

**PLEASE NOTE THAT ONLY ONLINE BIDS WILL BE CONSIDERED AGAINST THIS TENDER.  
MANUAL SUBMISSION OF BIDS WILL NOT BE ACCEPTED.**

Amendment, Corrigendum if any to this tender document, WILL BE HOSTED in the above e-tender portal as well as in ILS WEBSITE and no separate Press Notification will be issued. Bidders are advised to visit the above website regularly to know such details.

**EMD/Bid Security:-**Earnest Money Deposit (EMD)/ Bid Security (BS) mentioned above must be drawn/prepare in favour of "The Director, ILS, Bhubaneswar" payable at "Bhubaneswar". **A scan copy of the EMD/BS should be submitted along with the technical bid while submitting the tenders through e-tender portal.** The original EMD/Bid Security must be delivered to the office of the "Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751023, Odisha, India" on or before the closing date of this Tender failing which your e-Tender/e-Bid/quotation will be rejected. (For further details regarding Bid Security/EMD, please refer to the Tender paper). **Please mention firm name & tender ref no on the backside of the demand draft**

**Important Dates:-**

Tender Notice	<b>VIII-108-MF/2013-14/710/ILS Dt. 19-03-2019</b>
Document Download Start Date	26 <sup>th</sup> March , 2019 at 11.30 a.m. (IST)
Seek clarification start date	28 <sup>th</sup> March, 2019 at 03.30 p.m. (IST)
Seek clarification end date	6 <sup>th</sup> April, 2019 up to 03.30 p.m. (IST)
Pre-bid Conference date	N/A
Bid submission start date and time	08 <sup>th</sup> April, 2019 at 11.00 a.m. (IST)
Bid submission end date and time/ Bid Closing date & time	11 <sup>th</sup> April, 2019 at 03.00 p.m. (IST)

Date and time of opening of Technical Bid	11 <sup>th</sup> April, 2019 at 03.30 p.m. (IST)
Date and time of opening of Price bid (Only of the successful technical unpriced bids)	To be intimated later through online

The name of the technically qualified Vendor(s)/ Bidder(s) will be available in our e-tender portal as well as in our website on 12<sup>th</sup> April. The reason of rejection of the technical unpriced bid of a firm will also be available along with the names of the firm(s) qualifying the technical unpriced bid.

If the above stated opening or closing date(s) happens to be Govt. holiday(s)/BANDH for the purchaser (ILS), the submission/opening of the tender will be on the next working day as per the time scheduled.

The changes, if any, made in the Tender Document would be treated as amendment to the Tender Document and the same would be hosted on E-tender Portal (URL: <https://www.tenderwizard.com/ILS>) and ILS website ([www.ils.res.in](http://www.ils.res.in)) as Corrigendum to enable all the bidders to take note of the amendments.

**Guidelines for bidders for online bid submission:-**

- The tender form/bid documents may be downloaded from the E-tender Portal (URL: <https://www.tenderwizard.com/ILS>) as well as from our website [www.ils.res.in](http://www.ils.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in).
  - The bids in **double Bid System** must be submitted through the E-tender Portal (URL: <https://www.tenderwizard.com/ILS>) as per the above schedule in e-tender mode only.
- Manual/Off line bid shall not be accepted under any circumstances.**
- Any Amendment/Corrigendum for this tender document will be hosted in ILS Website ([www.ils.res.in](http://www.ils.res.in)) and in the E-tenderPortal <https://www.tenderwizard.com/ILS> only and no separate Press Notification will be issued. Bidders are advised to visit our website regularly to know such details.
  - In the event of the date specified for bid opening being declared as a closed holiday for ILS the due date for opening of bids will be the following working day at the appointed time.
- 5. Interested Bidders may obtain further information/clarification from the office of the Director, ILS, Bhubaneswar – 751023, Odisha, INDIA by e-mail**
- Address for communication:  
**Administrative Officer**  
**Institute of Life Sciences, Nalco Square**  
**Bhubaneswar, - 751 023, Odisha, INDIA**  
**Tel: 0674- 2301652**  
**E-mail: [ao@ils.res.in](mailto:ao@ils.res.in)**
  - For participation in tenders of **Institute of Life Sciences**, Bhubaneswar, all bidders (including foreign bidders) need to enrol themselves on the E-tender Portal (URL: <https://www.tenderwizard.com/ILS>) which will be free of cost. For further information kindly refer “Bidder Manual Kit” in the portal.
  - Only enrolled/registered bidders with the above portal would be allowed to participate in the tendering process.
  - Bidders are requested to submit their bid as per the specifications and terms & conditions of the Notice Inviting e-Tender.

## PART-II

### E-TENDERING INSTRUCTIONS TO BIDDERS

#### General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, ILS BHUBANESWAR has decided to use the portal [www.tenderwizard.com/ILS](http://www.tenderwizard.com/ILS) through an ASP, M/s. ITI Ltd., Bhubaneswar.

#### Instructions:

##### 1. Tender Bidding Methodology:

Two Stage Online Bidding

##### 2. Broad outline of activities from Bidders prospective:

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal [www.tenderwizard.com/ILS](http://www.tenderwizard.com/ILS)
3. Create Users on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by ILS
7. Bid-Submission on the above portal.
8. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
9. Post-TOE Clarification on the above portal (Optional) – Respond to ILS's Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

##### 3. Digital Certificates:

For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

##### 4. Registration :

To use the Electronic Tender portal [www.tenderwizard.com/ILS](http://www.tenderwizard.com/ILS), vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

1. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
2. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

3. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
4. The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

### **Bid submission**

The entire bid-submission would be online on the Tenderwizard portal i.e. <https://www.tenderwizard.com/ILS>

#### **Broad outline of submissions are as follows:**

- (i) Submission of Bid Parts (Technical & Financial)
- (ii) Submission of information pertaining to Bid Security/ EMD.
- (iii) Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc may also be uploaded.

#### **Tender Processing Fee:-**

You pay processing fee (0.1% of ECV + GST as applicable (Min. 500/- & Max 5000/- + GST as applicable)) through online (Credit card/ Debit card/ Net Banking), when participating in the e-tender.

#### **Offline Submissions:**

The bidder is requested to submit the following documents offline **The Director , ILS, Bhubaneswar (Odisha) – 751023, Odisha, India on** or before the date & time of submission of bids specified in this tender document, in a Sealed Envelope. The envelope shall bear (name of the item/ name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

1. EMD-Bid Security in Original.
2. Documents as Per NIT **without Price/Financial bid**

#### **Public Online Tender Opening Event (TOE)**

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

**Important Note:** In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction

service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of ILS by the bidders in time, then ILS will promptly reschedule the affected event(s).

### **Other Instructions**

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc)

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhubaneswar, if required, before participation in the online tendering.

For any further assistance, please contact Mr Sanjeeb Mahapatra ( 07377708585), Helpdesk-011-49424365/080-40482000 ITI email ID for mailing communication:- [twhelpdesk404@gmail.com](mailto:twhelpdesk404@gmail.com) / [twhelpdesk680@gmail.com](mailto:twhelpdesk680@gmail.com) / [twhelpdesk614@gmail.com](mailto:twhelpdesk614@gmail.com)

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TENDER FORM FORMAT (PRICE/ FINANCIAL BID)	<p><b>REQUIRED DOCUMENTS/ FORMAT WITH PRICE/FINANCIALBID (TO BE UPLOADED ONLINE) IN COVER-2 WITH HEADING AS “PRICE/FINANCIAL BID” IN ONE .XLS FILE</b></p> <p>Please fill-up carefully after reading all tender term &amp; conditions/ requirement/ General Conditions of Contract in details <b>AND KEEP SCANNED FORMAT DOCUMENTS READY BEFORE</b> online submission of bids.</p>

**Read all forms carefully and submit it exactly same as per the given formats. Changing of any wording of the format may result in rejection of your bids.**

**PART-III**

S/N	<b>INSTRUCTIONS TO BIDDER:-</b>
1	<b>Eligibility of Bidders/Pre-Qualification</b>
	<p><b>1.</b> All the information requested for pre-qualification shall be provided by the bidding firm. Failure to provide information, which is essential to evaluate the bidder's qualification, or to provide timely clarification or substantiation of the information, supplied may result in disqualification of the bidder.</p> <p><b>2.</b> Pre-qualification will be based on meeting all the following minimum criteria regarding the bidder's <b>general and special experience, personnel, equipment and financial capabilities.</b></p> <p><b>3. PAN, GST Certificate, Latest IT Return</b></p> <p><b>3. Annual Turnover:</b> The bidder should have achieved a minimum annual turnover of <b>400000.00</b> in any one of the last 3 financial years. Tenderer should submit self-attested copies of <b>work order</b> for the relevant financial year in which the minimum criteria are met. Provisional audited balance sheet/certified statement shall be acceptable.</p> <p><b>4. Work Experience:</b> The service provider shall furnish full experience details indicating the parties with whom <b>similar assignments (Comprehensive AMC for Lifts) were undertaken.</b></p> <p>The AMC will be for a period of 1 year, which shall be extendable for further if required depending on satisfactory fulfilment of all '<b>Terms &amp; Conditions</b>' of contract agreement. However, the AMC may be <b>terminated</b> at any time before the expiry of contract agreement, depending on the requirement/performance of the service provider.</p> <p>The bidder should have satisfactorily completed in his own name at least one work of similar nature amounting to Rs.400000.00 per year of similar services during the last three calendar years prior to the date of submission of bids. Work of similar nature and complexity means –</p> <ul style="list-style-type: none"> <li>• Only such works will be considered which are <b>100% completed</b> in all respects. The work(s) which is/are not similar as per above requirements shall not be considered for evaluation of bid. The works or part work(s) at different sites concurrently completed by bidder shall also not be considered for evaluation of bid.</li> </ul> <p><b>The tenderer should submit the following documentary proof in support of the above:-</b> The tenderer is required to submit the Completion certificate issued from client indicating above items defined for similar works. The copies of completion certificate(s) issued to the bidder by the main contractors appointed directly by the owner companies/clients (supported with attested copy of proof of such appointment of main contractor) submitted by the bidder who has completed this/these similar work(s) as a sub-contractor shall also be considered. <b>When the owner company/client is private one, the certificate from the company must be supported by TDS certificate issued by the company. ILS reserves the right to verify the authenticity of completion certificates/ other documents.</b></p>
2	<b>Fraud and corruption:</b>
	<p>(a) The purchaser requires that the bidder's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of his policy, the following are defined:</p> <p>(b) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;</p> <p>(c) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;</p> <p>(d) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels; and</p> <p>(e) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;</p> <p>(f) The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.</p>
3	<b>Cost of Bidding</b>
	The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4	<b>Cost of Bidding Documents</b>
	The bidding documents can be downloaded free of cost from our Website, or from E-tender portal ( <a href="https://www.tenderwizard.com/ILS">https://www.tenderwizard.com/ILS</a> ).

5	<p><b>Clarification of bidding documents</b></p> <p>A prospective Bidder requiring any queries/clarification of the Bidding Documents shall contact the EE (Electrical) in writing through mail.</p> <p>Bidders are therefore requested to regularly visit our website for any such updates.</p>
6	<p><b>Amendment of Bidding Documents</b></p> <p>At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have downloaded the tender documents should surf the E-tender portal (<a href="https://www.tenderwizard.com/ILS">https://www.tenderwizard.com/ILS</a>) from time to time to know about the amendments/ corrigendum's in the tender document as the amendments/ corrigendum's will be hosted in the E-tender portal. The same would also be hosted on the website of the purchaser (<a href="http://www.ils.res.in">http://www.ils.res.in</a>) and all prospective bidders are expected to surf the both the above mentioned websites before submitting their bids to take cognizance of the amendments. In order to allow prospective bidders reasonable time to take the amendment into account, while in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the purchaser (<a href="http://www.ils.res.in">http://www.ils.res.in</a>) and in E-tender Portal (<a href="https://www.tenderwizard.com/ILS">https://www.tenderwizard.com/ILS</a>).</p>
7	<p><b>Language of Bid</b></p> <p>The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid and exchanged by the Bidder and the Purchaser, shall be written in <b>Hindi or English language</b>. However, The bid and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be preferably written in English language especially when the details are technical.</p>
8	<p><b>Format and Signing of e - Bid:</b></p> <p>The bids may be submitted as single bid or two bid as specified in the Invitation for e - <b>Bids</b>.</p> <p>In case the bids are invited <b>on single bid basis</b>, then the Bidder shall submit e – Bid comprising of all the documents as specified in the e - Bid.</p> <p>In case the bids are <b>invited on two-bid system</b>, the Bidder shall submit the bids in two separate parts. One part shall contain Technical unpriced bid comprising all documents listed under clause relating to Documents Comprising the Bid excepting bid form and price schedules. The other part shall contain the price-bid comprising bid form and price-schedule forms.</p> <p>The scanned copies of the e - Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the persons or persons signing the bid.</p>
9	<p><b>Documents Comprising the E-Bid:</b></p> <p>The bidder is required to be uploaded bids on the E-tender portal in <b>two parts separately</b> . One part is the Technical Unpriced Bid and the other part is the Financial/Price Bid.</p> <p><b>A) Cover-1:</b></p> <p><b>The Technical Unpriced Bid prepared by the Bidder shall include the following documents without indicating the price in the Bid Form.</b> The following documents should be scanned and uploaded in PDF format in E-tender Portal in separate covers while submitting the e - Bids</p> <ol style="list-style-type: none"> <li>PAN card</li> <li>GST Registration.</li> <li>IT Return (Latest)</li> <li>Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted as per qualification requirements/criteria.</li> </ol> <p><b>Annual Turnover:</b></p> <ol style="list-style-type: none"> <li>The bidder should have achieved a minimum annual turnover of <b>400000.00</b> in any one of the last 3 financial years. Tenderer should submit self-attested copies of <b>work order</b> for the relevant financial year in which the minimum criteria are met. Provisional audited balance sheet/certified statement shall be acceptable</li> <li>The tenderer is required to submit the Completion certificate issued from client indicating above items defined for similar works. The copies of completion certificate(s) issued to the bidder by the main contractors appointed directly by the owner companies/clients (supported with attested copy of proof of such appointment of main contractor) submitted by the bidder who has completed this/these similar work(s) as a sub-contractor shall also be considered. <b>When the owner company/client is private one, the certificate from the company must be supported by TDS certificate issued by the company. ILS reserves the right to verify the authenticity of completion certificates/ other documents.</b></li> <li>EMD / BID Security as mentioned in the Tender</li> <li>Letter to be submitted by the Vendor/Bidder in their letterhead along with a cancelled cheque for payment</li> </ol> <p><b>B)Cover-2:</b></p> <p><b>The Price/ Financial Bid</b>The following documents should be scanned and uploaded in .XLS format in E-tender Portal in separate cover while submitting the e - Bids</p> <ol style="list-style-type: none"> <li>eTender Form Format (Price/ Financial Bid)</li> </ol>



10	<b>Conditional tenders shall not be accepted.</b>
11	<b>Debarment from bidding:</b> A bidder shall be debarred if he has been convicted of an offence— (a) Under the Prevention of Corruption Act, 1988; or (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract
12	<b>Earnest Money Deposit (EMD)</b> i. The Bidder shall furnish, as part of its bid, a Bid Security (BS)/ Earnest Money Deposit (EMD) for an amount as specified in the Invitation for e - Bid. In the case of foreign bidders, the BS/EMD shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders, the BS/EMD shall be submitted by the manufacturer or their specifically authorized dealer/bidder. ii. The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture. iii. The bid security shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in any freely convertible foreign exchange in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The bid security shall be in one of the following forms at the bidders' option: a. A bank guarantee issued by a Nationalized/Scheduled bank/ Commercial Bank /Foreign Bank operating in India in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid. In case a bidder desires to submit a BG issued from a foreign bank, then the same should be confirmed by a Nationalized/Scheduled Indian bank; or b. Fixed Deposit receipt pledged in favor of the Purchaser c. A Banker's Cheque or demand draft in favour of the purchaser issued by any Nationalized/Scheduled Indian bank. iv. The bid security shall be payable promptly upon written demand by the purchaser in case the conditions listed in the ITB clause 18 are invoked. v. The bid security should be submitted in its original form. Copies shall not be accepted. Scanned copy of the Demand Draft/Bank Guarantee towards the EMD/BS should be uploaded in E-tender Portal along with the bid. vi. The bid security of unsuccessful bidder will be discharged /returned as promptly as possible positively within a period of 15 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest. vii. The successful Bidder's bid security will be discharged upon the Bidder furnishing the performance security, without any interest. Alternatively, the BS/EMD could also be adjusted against Performance Security, if it is paid through Demand Draft /Bankers Cheque. viii. The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Central Autonomous Bodies and with the DBT Labs /Institutes, if any, are exempted from payment of BS/EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies within the monetary limits so prescribed. The firms quoting higher than their monetary limit, shall have to deposit the bid security (EMD) and not be entitled to the privileges of exemption of EMD. The monetary limit or category, so laid down, does not, however, debar a firm from getting orders in excess of the monetary limit or for other categories, provided the Procuring Entity is satisfied about the capacity and capability of the firm with a requisite (EMD) security deposit.
13	<b>Forfeiting of the bid security:</b> (a) If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or (b) In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 15 days of the order or fails to sign the contract if required and/or fails to furnish Performance Security within 21 days from the date of contract/ order.
14	<b>Period of Validity of Bids:</b> (a) Bids shall remain valid for minimum of <b>90 days from the closing date of bid</b> prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. (b) In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (e-mail). The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid. (c) Bid evaluation will be based on the bid prices without taking into consideration the above corrections.
15	<b>Bid Currencies:</b> <b>Prices shall be quoted in Indian Rupees Only</b>
16	<b>Submission of e - Bids</b> (i) The bidders may submit their e - Bids through E-tender portal ( <a href="https://www.tenderwizard.com/ILS">https://www.tenderwizard.com/ILS</a> ) only. <b>Manual / Offline bids shall not be accepted under any circumstances.</b> (ii) The tender form/bid documents can be downloaded from the E-tender Portal (URL: <a href="https://www.tenderwizard.com/ILS">https://www.tenderwizard.com/ILS</a> ) or from <a href="http://www.ils.res.in">www.ils.res.in</a> (iii) Any Amendment/Corrigendum for this tender document will be hosted in ILS Website, i.e., <a href="http://www.ils.res.in">www.ils.res.in</a> , <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> and in the E-tender Portal ( <a href="https://www.tenderwizard.com/ILS">https://www.tenderwizard.com/ILS</a> ) only and no separate Press Notification will be issued. Bidders are advised to visit our website regularly to know such details. (iv) The complete bidding process is online. Bidders should be in possession of Valid Digital Signature Certificate (DSC) for online submission of bids. Prior to bidding, bidders are advised to go through the “ <b>Bidders Manual Kit</b> ”, “ <b>System Settings</b> ” & “ <b>FAQ</b> ” available in the E-tender Portal. (v) Firms submitting bids in a single envelope against the requirement of two-bid system would be considered for further evaluation at the risk & responsibility of the bidder.
17	<b>Deadline for Submission of e - Bids</b> Bids must be submitted by the Bidder through E-tender Portal well before the last date of submission of bids as specified by the Purchaser so as to avoid last minute rush. The E-tender Portal will not permit to upload the bids after the scheduled last date and time of submission. If any bidder could not submit the tender in time because of any technical glitches/issues in E-tender Portal, purchaser will not held any responsibility. The Purchaser may, at its discretion, extend the deadline for submission of e - bids by amending the

	bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
18	<b>Late submission of BS/EMD</b>
	Any Bid Security/ EMD received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected.
19	<b>Withdrawal, substitution and Modification of Bids</b>
	A Bidder may withdraw, substitute or modify its bid after submission through E-tender Portal <b>only prior to the last date of submission bids</b> . The bidder is not allowed to withdraw, substitute or modify the bid after the last date of submission of bids under any circumstances. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof. Withdrawal of a bid/ during this interval may result in the Bidder's forfeiture of its bid security/EMD besides blacklisting the bidder
20	<b>Opening and Evaluation of e - Bids</b>
	<b>Opening of e - Bids by the Purchaser:</b> The e – bids shall be opened online by the Authorized Officials of the Purchaser as per the schedule given in the tender document. In the event of the specified date of Bid opening being declared a holiday for ILS, the e - Bids shall be opened at the appointed time and location on the next working day. In two-part bidding, the financial bid of the technically qualified bidders shall be opened only. On opening of the bids online, mere accepting the e-bids does not mean that the firm is technically or financially qualified. Price bid of those bidders will be opened only who's Technical un-priced bid is found suitable/ accepted in all respects.
21	<b>Confidentiality</b>
	Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Award of Contract. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
22	<b>Clarification of Bids</b>
	To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no post Bid clarifications at the initiative of the Bidder shall be entertained.
23	<b>Examination of Terms &amp; Conditions, Technical Evaluation</b>
	(i) The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the tender have been accepted by the Bidder without any material deviation or reservation. (ii) The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with the technical unpriced bid format and requirement, to confirm that all requirements specified in the Bidding Documents have been met without any material deviation or reservation. (iii) If after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with the technical unpriced bid requirements mentioned in this tender, it shall reject the Bid.
24	<b>Signing of Contract &amp; Order Acceptance</b>
	The Purchaser shall send the successful Bidder the Agreement/Purchase Order. The successful bidder should submit an order acknowledgement accepting the terms & conditions of the order placed with them within 15 days from the date of issue, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited.
25	<b>Patent Rights:</b>
	The Supplier shall indemnify the Purchaser (ILS) against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

## PART-IV

# MSE Guidelines for EMD/Tender Fees Exemption

### Registration of Micro, Small and Medium Enterprises for two types of Companies:

Manufacturing Entity: - The enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the first schedule to the industries (Development and regulation) Act, 1951). The Manufacturing Enterprise are defined in terms of investment in Plant & Machinery.

Service Entity: -- The enterprises engaged in providing or rendering of services and are defined in terms of investment in equipment/goods.

No.	Type of Enterprise	Manufacturing Enterprises (Investment in Plant and Machinery)	Service Industry (Investment in equipment/goods)
1.	Micro	Does not exceed Rs. 25 Lakh	Does not exceed Rs. 10 Lakh
2.	Small	Exceeds Rs. 25 Lakh but does not exceed Rs. 5 Crore	Exceeds Rs. 10 Lakh but does not exceed Rs. 2 Crore
3.	Medium	Exceeds Rs. 5 Crore but does not exceed Rs. 10 Crore	Exceeds Rs. 2 Crore but does not exceed Rs. 5 Crore

Presently EMD/Tender Fee exemptions and price preference are applicable to only Micro and Small Industries. View above, if you are claiming EMD/Tender Fee exemptions, you should meet above criteria / criteria as revised for Micro and Small Industries.

1. You have to submit your supporting documents issued by competent Govt bodies to become eligible for the above exemption.
2. Also your certificate (NSIC) / MSE shall cover the items tendered to get EMD/Tender fee exemptions.
3. NSIC certificate shall be valid as on due date / extended due date of the tender.
4. In case the bid is submitted as an Indian arm of a foreign bidder and the eligibility criteria conditions were met thru foreign company, then the EMD Exemption cannot be claimed under the MSME status of Indian arm / subsidiary.
5. UAM number :- Udyog Aadhar memorandum (UAM) number issued by MSMS , Copy of Registration Certificate issued by NSIC, With current validity / MSE / MSEs owned by SC/ST entrepreneurs in respect of those who are seeking exemption for payment of Earnest Money Deposit (Bid Security)/fees.

Thus a Bidder who solely on it's own, fulfills each eligibility criteria condition as per the tender terms and conditions and who are having MSE status, can claim EMD exemption/ tender fee .If all these conditions are not fulfilled or supporting documents are not submitted with the Bid, then all those Bids without Tender fees /EMD will be summarily rejected and no queries will be entertained.

**This Tender document is free of cost and no tender fees is applicable. EMD exemption is as rules mentioned herein.**

(The above sealing are as per MSE Guidelines which are changeable according to any latest changes made by MSE/ Govt.)

## PART-VI

### Technical Specification of the Item(s):

Name of the e -Tender: Comprehensive Annual Maintenance Servicing Contract (AMC) of 08  
(Eight) nos. of JOHNSON make Lifts

**(Online bids for each of the below item(s) should be submitted separately otherwise your bid will be rejected)**

S/N	Item/ Equipment/goods name	Specification
1	Lift (Building Elevator) JOHNSON make Qty. 05 nos.  (Date of commissioning: April 2013)  Qty. 03 nos.  (Date of commissioning: April 2018)	1. 02 nos. of Passenger Lift , capacity 6 persons , starting / operating : G+3 floor (4 floors) 2. 02 nos. of passenger lift , capacity 06 person, Starting / operating – G+2 (3 Floors) 3. 01 no. Service lift, capacity -"2000 Kg.", starting/ operating G+3 Floor (04 floors). 4. 02 nos. of passenger lift, capacity 13 persons, Starting / operating – S+03 5. 01 no. of passenger lift, capacity 10 persons, starting /operating - S+03 Speed 1.0meter per second, automatic doors,  Stainless Steel Cabinet with Microprocessor Control Panel etc. with battery backup for emergency landing.

### Scope of Works

- Preventive maintenance shall be carried out at regular intervals preferably 1<sup>st</sup> week of every month to maintain the lift equipments in safe and proper working conditions.
- Corrective maintenances shall be executed by authorized service personnel (i-e attending break down / call backs as and when required).
  - Upon notification by this office of a breakdown or failure in the elevator, the service provider shall send service engineer as early as possible within 03 to 04 hours in normal working hours and 08 to 09 hours in a holidays to carry out necessary repairs in order to restore the elevator to satisfactory working condition. However, emergency call be attained immediately for rescuing if someone get stock inside lift cars.
- Repairing / Replacing / overhauling shall be executed to all the main assemblies and sub-assemblies (i-e "All parts" including consumable and non-consumables) as and when required to keep the lifts in operational conditions at all time.
- Replenishment of lubricants to the gear & bearing with specified lubricants at least once in a year or as and when required to keep it serviceable condition (perfect working conditions) at all time.
- Safety test shall be carried out at least once in a year to examine all safety devices functionality to the prescribed limit / standard.
- While working / servicing, attention shall be given for cleanliness of lift head room, car and other designated places of the lifts.
- Use of appropriate tools by the technicians plays an important role in improving the efficiency of the workforce. Persuasion and awareness efforts will therefore be necessary to convince the workforce to adopt improved tools and equipment and shall be provided.
- A log book is to be maintained by ILS for the service provided which is to be countersigned by the service engineer deputed for services.
- Agency shall prepare a servicing schedule and obtain approval for execution of preventive maintenance.

### Terms & conditions:

- The contractor shall not appoint any sub-contractor for performing any of the jobs stipulated in the tender/contract/agreement without the express / written authorization from the officer not below the rank of Administrative

Officer duly authorized by the Director for the same. For such sub-contracting, the contractor shall submit appropriate application giving reasons for the same and the details stating procedure and surety of performance.

2. If the contractor is found guilty of misconduct in the performance of any job stated in the tender, he shall not be entitled to any payment in respect of that part of contract or penalty should be fixed.
3. That in case of unsatisfactory services, ILS reserves the right to terminate the agreement on the advice of concerned department. The decision of ILS in this regard will not be open to challenge by executing agency.
4. Service contract shall be for a period of one year. However, the parties can opt to terminate this contract by providing two months written notice in advance to the other party.
5. **Mode of payment:** The amount finalized / offer amount will be paid on quarterly basis after successfully completion of services for the quarter. Service provider shall submit bill along with service report and related documents etc.
6. No other claim shall be entertained by the Institute other than quoted amount. However Government charges if any for inspection / operation may be claimed subjected to the submission of related document towards it.
7. **Penalty:** In case of failure of providing services ( preventive / corrective) at due interval , Agency will be liable to pay a penalty of **10%** of the monthly agreed amount / proportion amount of that period , which shall be deducted from the amount payable by ILS to them from the Quarterly bill.
8. For any indiscretion the Institute shall send a written notice for explanation.
9. That in case of any violations of any of the clauses of the terms & conditions of the contract by either side, the agreement may be terminated by issue of notice in writing two months in advance by either party for terminating their respective obligations. In case of payment related disputes, the same may be settled by both the parties.
10. Responsibility of the contractor at end of the contract period:
  - a. All equipment taken for maintenance during the contract period shall be handed over back to ILS in good working condition.
  - b. Any equipment taken outside for repair from ILS Campus shall be handed over in good working condition well before the end date of contract
  - c. In case any equipment not handed over to ILS in good working condition, then ILS would get them repaired/procured on its own from other sources at the risk & cost of the contractor and the cost (**along with 20% extra Charge**) incurred shall be deducted from any payment due to him/security deposit.
11. **The Earnest Money deposited shall be in the form of Demand Draft in favour of Director Institute of Life Sciences Bhubaneswar . The successful bidder will have to provide a security deposit of 5% (five percent) of the contract value. The security deposit including the earnest money deposited with the tender shall be adjusted as part of the total security deposit required. The Security Deposit shall be refunded after completion of contract without any interest payable on it.**
12. That in case of any disputes arising out of the obligations on each party as per this agreement, the same shall be as far as possible will be settled by mutual negotiations. In case of failure of negotiations, the Director of ILS will be the competent authority to decide and his decision will be final and binding on the both the parties

Tender Form Format (Technical Unpriced Bid)

(Tender Notice No.: ...../ dated .....)

**Sub: Comprehensive Annual Maintenance Servicing Contract (AMC) of 08 (Eight) nos. of JOHNSON make Lifts**

Name & Address of the applicant	
Tel. No(s) / Fax No(s):	
E-mail	
Year of Establishment	
Legal status of the applicant (attach copies of original document defining the legal status) a) A proprietary firm b) A firm in partnership c) A limited company or Corporation / Joint venture / Consortia /Any other	
Confirm that the Bidder has not been banned OR delisted/ blacklisted by any Government or Quasi Government agencies or Public Sector Units.	
Confirm that Bidder is not under Liquidation, court Receivership or similar proceedings.	
Name & Address of the Original Equipment/Goods Manufacturer	
Tel. No(s) / Fax No(s):	
E-mail	
Website	
Name & Address of the Authorised Dealer/ Bidder	
Tel. No(s) / Fax No(s):	
E-mail	
Website	
Marketed by (if other than the Dealer/Manufacturer)	
Tel. No(s) / Fax No(s):	
E-mail	
Website	
Communication detailsoftheconcernedcontactpersontowhomallreferencesshallbe maderegarding thistenderenquiry.[NOTE:Anychangesaftersubmission ofTender documents, pleaseupdate it to ILS, BHUBANESWAR]	
Full Name	
Complete Postal Address:	
Telephone No(s) & Mobile No(s)	
E-mail	
TAN/ PAN No. of the Bidder	
GSTIN No. of the Bidder	
Whether you are a Govt. Agency / NSIC/ Micro, Small and Medium Enterprises (MSME) / Central Public Sector Enterprises (For NSIC & MSME firms, please mention if the product being quoted is actually manufactured by them and the product is registered with these agencies. Enclose valid proofs)	Yes / No (If yes then please mention the category, regd. details, validity etc.)
Whether you are enlisted with GEM for sale of this product(s) / materials	Yes/No (If yes then please mention the category, regd. details, validity etc.)
EMD details	Rs...../-( in words.....)
Issuing Bank & Branch	
D.D. /Banker's Cheque No	
Date	

**Signature with Seal of the Vendor/ Bidder**

**MANUFACTURERS' AUTHORIZATION FORM**

**Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. In case of foreign manufacturer, scan copy can be accepted if supported by copy of the original valid normal authorization to local distributor and is submitted along with above format.**

No. \_\_\_\_\_

Dated \_\_\_\_\_

To,  
THE DIRECTOR  
INSTITUTE OF LIFE SCIENCES  
Nalco Square, Bhubaneswar – 751 023.

**Dear Sir:**

We \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ (*address of factory*) do hereby authorize M/s \_\_\_\_\_ (*Name and address with contact details like Tel. No(s)/ Fax/ E-mail etc. of Agent/Sub-Agent*) to submit a bid, negotiate and receive the order from you against your **Tender Notice No..... (Name of the item...../ dated .....**)

No company or firm or individual other than M/s \_\_\_\_\_ is/are authorized to bid, and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per the condition of the **above tender/PO** (issued if any) for the goods and services offered by the above firm(s).  
Thank you.

Yours faithfully,

**Authorized Signatory**  
(Having the power of Attorney on  
behalf of the Manufacturer)

**SERVICE SUPPORT DETAILS FORM**

*(To be submitted in Manufacturer's/Bidder's Letter Head)*

**(Tender Notice No.....( Name of the item.....// dated .....**)

<b>Sl. No.</b>	<b>Nature of training imparted</b>	<b>List of similar type equipment/goods serviced in the past 3 years</b>	<b>Local Address, Telephone Nos. Fax No(s). and e-mail address of the firm located at Bhubaneswar or its adjoining areas</b>	<b>Value of minimum stock of consumable/spares held at all times.</b>

Signature and Seal of the Manufacturer/Bidder.....

Place:

Date:



**Agency's Experience Form**

*(To be submitted in Manufacturer's/Bidder's Letter Head)*

**(Tender Notice No.....( Name of the item...../ dated .....**)

Clients Details where such items/facilities have been supplied/ installed/ commissioned have been undertaken

Name & Address of Client (s) :  
Type of Client :  
Address:

Tel. No(s):

Fax No(s):

E-mail:

Details of Items supplied/installed:

Quantity:

(Documentary evidence in respect of each client to be enclosed without price)

*Signature with Seal of the Manufacturer/ Bidder*

Place:

Date:

**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:
  - a. I/we shall not vary/alter or revoke my/our bid during the validity period of Bid.
  - b. I/we have quoted for the complete scope of the said work.
  - c. 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 &Signature

**Certificate by Chartered Accountant for the firms registered under MSMED Act**

This is to certify that M/s....., (here in after referred to as a company) having its registered office at ..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II))..... Dated ....., category..... (Micro/small). (Copy enclosed).

Further verified from the books of Accounts that the investment of the company as on date ..... as per MSMED Act 2006 is as follows:

1. For manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the terms specified by the Ministry of small scale Industries vide its notification no. 5.0.1722 (E) dated October 5, 2006.): Rs. .... Lacs
2. For service Enterprises: Investment in equipment/goods (Original cost excluding land and building and furniture, fitting and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006):Rs. .... Lacs

The above investment of Rs. .... Lacs is within permissible limit of Rs. .... Lacs for ..... Micro/ small (strike off which is not applicable)

Category under MSMED Act 2006.

Date:

(Signature)

Name:

Membership Number:

Seal of Chartered Accountant

**Signature with Seal of the Vendor/Bidder**

**DECLARATION-GENERAL**

*(To be submitted in Manufacturer's/Bidder's Letter Head)*

(Global Online Tender Notice No.....(**Name of the item**...../ **dated** .....

To  
THE DIRECTOR  
INSTITUTE OF LIFE SCEINCES  
Nalco Square, Bhubaneswar – 751 023.

Date:

**Dear Sir,**

I/WE HEREBY DECLARE THAT WE HAVE READ & UNDERSTOOD ALL THE GENERAL TERMS & CONDITIONS, TECHNICAL SPECIFICATIONS ETC. MENTIONED IN THE ABOVE TENDER AND THE SAME IS ACCEPTABLE TO US AND WE WILL ABIDE BY THE SAME.

I/We also declare that:

- (a) The documents submitted by me/us is/are genuine and undisputable and in the event of its coming to notice at later date that the documents are not genuine, I/we shall be liable for criminal action and such compensation payable to ILS as may be decided by the Institute.
- (b) I/We will not withdraw my/our tender after opening of Technical Bid and if done so; my/our EMD may be forfeited.
- (c) I/We have not been blacklisted by any of the Government Department/ Government Institutions etc. during last three years.
- (d) There is no complaint against me/us such as “delayed supply, non-supply, non-submission of performance bank guarantee and refusal of supply etc. and for which ‘no punishment of any type’ has been given/awarded by any of the Govt. Departments/Govt. Institutions etc.

Thank you.

*Signature with Seal of the Manufacturer/ Bidder*

Place:

Date:

**FINANCIAL STATUS STATEMENT OF THE MANUFACTURER/BIDDER FOR LAST THREE YEARS**  
(Tender Notice No.....( Name of the item...../ dated  
.....))

The details to be furnished must be supported by figures in balance sheet/profit and loss account and relevant authorized documents.

Or

The said data on the letterhead of your Chartered accountant can also be accepted in lieu of supporting documents.

Sl No..	Financial / Accounting Year	Profit (Rs.)	Loss (Rs.)	Annual Turnover (in Indian Rupees)
1	2015-16			
2	2016-17			
3	2017-18			
AVERAGE TURNOVER OF LAST THREE YEARS EXCLUDING CURRENT YEAR DATA=				

Place:  
Date:

*Signature with Seal of the Manufacturer/ Bidder*

**EMD / BID SECURITY FORM**

To  
The Institute of Life Sciences  
Nalco Square,  
Bhubaneswar – 751 023.

Date:

Whereas ..... (hereinafter called “the Bidder”) has submitted its bid dated..... (Date of submission of bid) for the supply of..... (Name and/or description of the goods) (hereinafter called “the Bid”) vide **Tender Notice No.:** ..... **Name of the item...../dated .....**of Institute of Life Sciences, Nalco Square, Bhubaneswar – 751 023.

KNOW ALL PEOPLE by these presents that WE ..... (Name of bank) of..... (Name of country), having our registered office at ..... (Address of bank) (Hereinafter called “the Bank”), are bound unto Institute of Life Sciences, Bhubaneswar (Name of Purchaser) (Hereinafter called “the Purchaser”) in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_.

**THE CONDITIONS of this obligation are:**

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to execute the Contract/ Order Form if required; or
  - (b) Fails or refuses to furnish the performance security deposit, in accordance with the Purchase Order of Institute of Life Sciences, Bhubaneswar.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including forty-five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date. ....

**Name of Bidder**

(Signature of the authorized officer of the Bank)  
Name, designation and bank code of the Officer:  
Seal, name & address of the Bank and address of the Branch.  
Date.....  
Address:.....  
.....

***(Letter to be submitted by the Vendor/Bidder in their letterhead along with a cancelled cheque for payment)***

To  
The Institute of Life Sciences,  
Nalco Square, Bhubaneswar- 751 023, India

Date:

Dear Sir/Madam,

We acknowledge your letter offering to make payments for supplies / services provided to Institute of Life Sciences, Bhubaneswar as per the Terms of the respective Purchase order or Work Order to our Bank Account directly through RTGS/NEFT.

We agree and accept that all payments that are payable as per the terms of the Purchase order or work order placed and that may be placed on us in future, be credited to our Bank Account, details of which are given below:

Name & Address of our Bankers	
Our Bank Branch Name & Code	
Our Bank Branch Location/Tel No/ E-mail;	
Our Bank MICR Code	
Our Bank RTGS IFSC Code	
Our Bank NEFT IFSC Code	
Type of Account (Saving Bank, Current Account or Cash Credit Account)	
Our Bank Account Number (as appearing on the cheque book please ensure to mention the complete account No. as allotted by the bank)	

We hereby declare that the particulars given above are correct and complete. If for any reason the payments are delayed or not effected, we shall not hold Institute of Life Sciences or the banks responsible for such delays. We here by authorize Institute of Life Sciences, Bhubaneswar to make all payments to us by credit to the above bank account.

Email Id:

Name, Address & Contact No.:

Name of the contact person of the firm:

Thanking you

Yours Sincerely  
For (Vendor name)

Authorised Signatory.

.....  
Bank Certificate

We confirm that the details given are correct as per our records.

Date:  
Place:

\_\_\_\_\_  
Signature & Stamp of Authorized bank Official

**PART-VIII**

**BILL OF QUANTITIES**

Name of work: **Comprehensive Annual Maintenance Servicing Contract (AMC) of 08(Eight) nos. of JOHNSON make Lifts**

Sl.No.	Description	Unit	Qty.	Rate (Rs.)	Applicable Taxes (as per Govt. norms.)	Amount (Rs.)
1	Passenger Lift, capacity 6 persons, starting / operating: G+3 floor (4 floors). <b>Commissioned on April 2013</b>	Each	02.00			
2	<b>Passenger lift, capacity 06 person, Starting / operating – G+2 (3 Floors). Commissioned on April 2013</b>	Each	02.00			
3	Service lift, capacity -"2000 Kg.", starting / operating G+3 Floor(04floors). <b>Commissioned on April 2013</b>	Each	01.00			
4	Passenger Lift , capacity 13persons , starting / operating : S+3 floor (4 floors) <b>commissioned on April 2018</b>	Each	02.00			
5	Passenger Lift , capacity 10 persons , starting / operating : S+3 floor (4 floors) <b>commissioned on April 2018</b>	Each	01.00			
	<b>Total For year 2019-20</b>		Total			
	<b>Total For year 2020-21</b>		Total			
	<b>Total For year 2021-22</b>		Total			

Total Rate in words: Rupees -----

Date-----

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

Place-----

Bidder's Stamp-----

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.