



INSTITUTE OF LIFE SCIENCES

(An autonomous Institute of the Department of Biotechnology, Govt. of India)

Nalco Square, Bhubaneswar-751 023

Website: www.ils.res.in

NIT No- VIII/168/MF/2020-2021 /895 /ILS

Dt.11.04.2022

E-TENDER DOCUMENT

Name of work: Annual Maintenance services (Comprehensive) of building elevators at ILS, Bhubaneswar

Total Estimated Cost: Rs. 10,40,000.00

**Administrative Officer
For and on behalf of Director, ILS.**

(Total Pages-17)

The Director, Institute Of Life Sciences, Bhubaneswar invites E-Tenders are invited from the following works from OEM OR any established & registered service provider engaged in rendering Comprehensive Annual Maintenance Service of Machine Room less Building elevator (Lift) installed at Institute located at Chandrasekharapur, Bhubaneswar with contract period Twelve Months.

S. No.	Description	Details
i)	NIT No.	VIII/168/MF/2020-2021/895/ILS Dt.11.04.2022
ii)	Name of Work:	Annual Maintenance services (Comprehensive) of building elevators at ILS, Bhubaneswar
iii)	Estimated Cost	Rs. 10,40,000.00
iv)	Earnest Money	Undertaking Submitted
v)	Last date and time of online submission of tender	15.00 hours on 22.04.2022
vi)	Time and date of online opening of Documents	15.30 hours on 22 .04.2022
vii)	Time and date of opening of Online Financial Bids	To be intimated latter
viii)	Period during which hard copies of EMD, Registration Certificates, Undertaking and other Documents to be submitted to Division office	To be submitted during office on or Before the online submission of tender

1. Information and Instructions for Bidders or E-Tendering

- a. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates/ documents required.
- b. Information and Instructions for bidders for e-tendering posted on website shall form part of bid document.
- c. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from www.tenderwizard.com/ILS or www.ils.res.in or www.eprocure.gov.in at free of cost.
- d. For e-tendering of this tender, ILS has engaged e-portal maintained by M/s ITI Limited, Bhubaneswar. Intending bidders shall have to register with M/s ITI Limited, Bhubaneswar to participate in the tendering process. For details kindly visit website www.tenderwizard.com/ILS or contact *Shri SANJIB MOHAPATRA (Mobile No. 8249821902 or 7377708585)*. If needed they can be imparted training on online bidding process as per details available on the website.
- e. The intending bidders must have valid class-III digital signature to submit the bid.
- f. The bid can be submitted only after depositing e-tender Processing Fee (Online through e-Payment) in favour of ITI Limited within the period of bid submission. **E-tender processing fee is non-refundable.**
- g. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering website within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by the e-tendering portal.
- h. Bidders must ensure to quote rate of each item. The column meant for quoting rate in figures appears in dark yellow colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).After submission of the bid online the contractor can re-submit revised bid any

number of times but before last time and date of submission of bid as notified.

- i. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
- j. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- k. If the contractor is found ineligible after opening of bids, his bid shall become invalid.
- l. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid shall become invalid.

Bid documents can be downloaded from the ILS website (www.ils.res.in) and submitted with relevant documents before the last date in the e-tender portal www.tenderwizard.com/ILS.

(Bidder shall submit undertaking towards EMD in prescribed Format attached in Annexure – III)

Sl. No.	Name of Work	Estimated Cost In INR	EMD in INR
1	Annual Maintenance services (Comprehensive) of building elevators (Make: Johnson: passenger 06 nos. & Goods - 01 no. OTIS: Passenger 04 nos. & KONE: Passenger 02 nos.	10,40,000/-	EMD undertaking

Bidders are requested to visit site for inspection before bidding on their own cost.

For any clarification / information the bidders may contact Administrative Officer / Assistant Engineer (E) ILS, Bhubaneswar Email: ao@ils.res.in

Validity of Tender shall be 03 months with effect from publish date.

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

GENERAL TERMS & CONDITIONS

1. Bidder should possess valid authorization / Registration for executing of services as per Govt. Guide line (Partial tender may be considered).
2. **OEM of the building elevator will be given preference**
3. Service provider (Other than OEM) should have minimum **5 years** of experience for similar nature of work (Similar nature of works means providing Comprehensive Annual maintenance services of building elevator). Comprehensive Annual Maintenance Services include all spares & consumables required to make good running of lift at all time.
4. Annual Turnover shall be Rs. 12,00,000/-
5. The bidder should furnish full experience (credentials) indicating the parties with whom similar assignments were undertaken.
6. An agreement detailing the terms & conditions shall be executed with the service provider for entering into contract for execution of AMC.
7. The rate quoted shall be final and **excluding Taxes**, which may be claimed as per Govt. Guide line as per existing laws.
8. Mode of payment: Payment to the service provider shall be made on **Quarterly basis** for the work done against the contract. The service provider is required to submit bill along with service report duly signed by the competent authority of the Institute.
9. For any deficiency / defective service, an amount proportionate to the rates quoted by the service provider in his price bid / agreed amount shall be deducted from the bill to be paid against works. The decision of Engineer in Charge / Competent authority of ILS shall be final in this regard.
10. Income Tax & other statutory taxes if applicable shall be recovered from each bill as per existing Laws.
11. When Contract can be rescinded: The Employer / Director ILS may without prejudice to his or any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damage and /or any other provisions of this contract or otherwise, and whether the date for completion has or has not elapsed, by notice in writing absolutely rescinded the contract in any of these cases.
 - a. If the service provider has abandoned the contract
 - b. If the service provider has without reasonable excuse failed to do the service.
 - c. If the service provider persistently neglects to carry out his obligation under the contract and / or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 (Seven) days after a notice in writing is given to him in that behalf by the Director, ILS.
12. No compensation for alteration or restriction of service contract shall be claimed.
13. Service provider shall supply necessary Tools & Tackles for work execution and not extra claim shall be entertained towards it.
14. Labour Laws to be complied by the service provider & Safety at work shall be strictly adhered in the premises of Institute during servicing of elevators.
15. Settlement of Disputes & Arbitration: in the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such disputes or differences shall in the first instance be sought to be resolved amicably by mutual consultation with Director, ILS, failing which they shall be referred by either party to the Civil modification & Building repair committee (CMBRC) of ILS for settlement. The decision of the CMBRC of ILS shall be final & binding on both parties.

SCOPE OF WORKS:

1. Providing Annual maintenance services (Comprehensive) for building elevators installed at Institute campus, Bhubaneswar, Odisha. The service includes Replacement or Repair of all the spares (External & Internal) pertaining to elevator functionality shall be taken care for smooth running at all time.
2. Regular servicing & inspection to the elevator should be carried out at least once in a month through the engagement of skilled engineers & supervisors as required.
3. The routine visit shall be preferably in the 1st week of every month.
4. In addition to routine services (preventive maintenances) service provider will attain the break down (corrective maintenances) as and when required within 24 hours.
5. Service provider should regularly examine elevator lubricants and refill same as per requirement with same grade.
6. Service provider should maintain Log book for each elevator and generate service report after completion of services and fault rectifications. All the occurrences shall be intimated & signed by the competent authority of Institute.
7. The responsibility of Service Provider is to maintain the lifts at all time for its functionality during the service contract.

Specification of Building Elevator: - (ABSTRACT): Year of commissioning: 2017

Sl. No.	Description	Parameter
1	Make	OTIS (Machine Room Less): Qty. 04 NOS.
2	Machine No.	MB1181 / BH6 ----
3	Capacity	08 Passenger
4	Input Voltage	415V, 3 Phase, 50Hz,
5	Duty – Kilogram	544 Kg.
6	Speed (M.P.S)	1.0
7	Machine Type	1.3T (Machine Room Less)
8	Machine SHV. Día in mm	77
9	R.P.M – KW	477 – 3.9
10	Main Controller	URTRA REGEN DRIVE
11	No. of Stops - opening	4-4
12	Car Governor	SHENLING
13	Car Inside Area	1.43 Sqm.
14	Car Rail	T 70 (70 x65 x9)
15	CWT Rail	3K (78 x 65 x 9)
16	Car Buffer Type - Stroke	PU-61

17	Car Buffer Quantity	01
18	Car Buffer Type - Stroke	PU-61
19	CWT. Buffer Quantity	01

Specification of Building Elevator: - (ABSTRACT) , Year of commissioning: 2018

Sl. No.	Description	Parameter
1	Make	JOHSON (Machine Room Less: 02 Nos.)
2	Type of Door	Door power
3	Capacity	13 Passenger
4	Electricity supply	415V, 3 Phase, 50Hz,
5	Contractors used	Double break contactor
6	Control	DC 110 Volt
7	Type of controller	VVVF/DSCC/ARD/MRL
8	SPEED	1.00 MPS
9	Mechanical tripping speed	1.31 MPS
10	Electrical tripping speed	1.25 MPS
11	Car Fan	Axial flow
12	Car Safety	INST
13	No of Stops	4+4

Specification of Building Elevator: - (ABSTRACT), Year of commissioning: 2013

Sl. No.	Description	Parameter
1	Make	JOHSON (04 Nos.) & 01 NO. GOODS LIFT
2	Type of Lift	Geared with machine Room Passenger & Goods
3	Capacity	06 Passenger (408 Kg.) &. Goods Lift 2000 Kg
4	Electric supply	415V, 3 Phase, 50Hz,
5	Motor	7.5 HP (1500 RPM)
6	Gear	U-500 (40:1 ratio)
7	V Sheave	520 Dia (4x D10)
8	Control system	Microprocessor based simplex selective collective control with / without attendant 9 SSCC / VVVF)

9	Type of Car door	Power operated centre opening sliding door
10	CAR Guide	75 x 62 x 10
11	CWT guide	50 x 50 x 6
12	Car Fan	Axial flow
13	Car Safety	INST
	No of stops	4+4

Specification of Building Elevator: - (ABSTRACT), Year of commissioning: 2018

Sl. No.	Description	Parameter
1	Make	KONE Qty. 02 nos.
	Type	MRLS
2	Type of Door	Door power
3	Capacity	08 Passenger
4	Electric supply	415V, 3 Phase, 50Hz,
5	Duty – Kilogram	544 Kg.
6	Speed (M.P.S)	1.0
7	Machine Type	1.3T (Machine Room Less)
8	Machine SHV. Dia in mm	77
9	R.P.M – KW	477 – 3.9
10	Main Controller	Micro processor
11	No. of Stops - opening	4-4
12	Car Governor	SHENLING
13	Controller	110 V

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 through an ASP, M/s. ITI Ltd., Bhubaneswar.

9.1 Instructions: Tender Bidding Methodology: Two Stage Online Bidding

Broad outline of activities from Bidders prospective:

- a. Procure a Class III Digital Signature Certificate (DSC)
- b. Register on the e-Procurement portal www.tenderwizard.com/ILS
- c. Create Users on the above portal
- d. View Notice Inviting Tender (NIT) on the above portal
- e. Download Official Copy of Tender Documents from the above portal
- f. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by ILS
- g. Bid-Submission on the above portal.
- h. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
- i. Post-TOE Clarification on the above portal (Optional) – Respond to ILS’s Post-TOE queries.
- j. 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.

9.2 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>].

9.3 Registration :

To use the Electronic Tender portal 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.

The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.

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.

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.

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.

9.4 Bid submission

The entire bid-submission would be online on the Tender wizard 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 establishing 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.

9.5 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 as above mentioned documents offline **DIRECTOR, INSTITUTE OF LIFE SCIENCES, NALCO SQUARE, BHUBANESWAR, 751023** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

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 / twhelpdesk605@gmail.com/
twhelpdesk614@gmail.com

Earnest Money Deposit Declaration Proforma

(Typed in the bidder letter head)

WHEREAS, I/We..... (Name of agency) have submitted bids for (name of work) () I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

(1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents;

Or

(2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents;

I/We shall be suspended for one year and shall not be eligible to bid for ILS tenders from date of issue of suspension order.

Signature of the contractor(s)

Seal

Date

Letter of Unconditional acceptance of Bid Conditions

No.

Date:

To,
The Director,
Institute of Life Sciences,
Nalco Square, Bhubaneswar
Odisha - 751023

Sub: Unconditional Acceptance of Bid Conditions.

Sir,

I/We 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 works.

I/We hereby submit our Bid and undertake to keep it valid for a period of three months from the date of opening of Technical Bid.

I/We undertake to execute the above items strictly in accordance with the requirements and particulars / specifications stipulated in the Bid documents.

I/We hereby further undertake that during the said period:

I/We shall not vary / alter or revoke my / our bid during the validity period of Bid

I/We have quoted for the complete scope of the said work.

I/We undertake to abide by the terms and conditions as stipulated in ILS bid documents and as amended thereafter.

I/We have not enclosed any condition / deviation to conditions of Bid documents.

I/We agree that in case of any condition is found to be quoted by us, my / our bid will be rejected.

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 Authorized Representative of Bidder-----

Designation-----

Date-----

Bidder Stamp.

BIDDER DETAIL

1. Name of the Bidder:

2. Address of the Bidder:

3. Details of EMD / Under taking:

4. Tax Registration enclosed proof:

5. Experience Detail:

Parties	Nature of Job	Date	
		From	To

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 in the contract.

Date:

Signature

Place:

Seal

BILL OF QUANTITIES

Name of Work: Comprehensive Annual Maintenance Services of Building Elevators installed at Institute of Life Sciences, Bhubaneswar Campus-I & II.

Sl. No.	Details of Service	Unit	Rate in Word & Figure	Amount in Word & Figure
1	AMC of Building Elevator, MAKE: OTIS PASSENGER LIFT	04 Nos.		
2	AMC of Building Elevator, MAKE: JOHNSON PASSENGER LIFT with head room	04 NOS.		
3	AMC of Building Elevator, MAKE: JOHNSON PASSENGER LIFT with machine room less	02 Nos.		
4	AMC of Building Elevator, MAKE: JOHNSON GOODS LIFT	01 NO.		
5	AMC of Building Elevator, MAKE: KONE PASSENGER LIFT	02 NOS.		
	TOTAL			
	GST%			
	Rebate if any			
	Net Total			
In Words:				

Date:

Place:

Signature of Authorized representative of the Bidder

Seal &n Signature