



उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान
NORTH EAST REGIONAL INSTITUTE OF EDUCATION

(राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद)
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
(An Autonomous Organization under Ministry of HRD, Government of India)

उमियाम, शिलांग – 793103, मेघालय
Umiam – 793103, Shillong, Meghalaya

फोन /Ph. No. : 0364-2570009/17/24/52

ई मेल /Email : nerie.ncert@gmail.com

फैक्स/Fax No. : 0364-2570062/24

वेब साइट/Website : http://nerie.nic.in

No.F.18-18/2017-NERIE/LIFT/ 1615

Date: 21st August, 2018

Notice Inviting Tender
for Comprehensive Annual Maintenance Contract for Passenger Lifts

NERIE, Umiam invites sealed quotations from Original Equipment Manufacturers or their authorized agencies or reputed firms having competence for Comprehensive Annual Maintenance Contract for 2 (two) nos. of passenger lifts (elevators)- 'Omega Elevators'. The detailed tender document is available in NERIE website www.nerie.nic.in only. Last date of submission of quotations is 18th September, 2018 (upto 11:00 A.M.)

B. S. S. S. S.
2018
Principal



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NERIE, Umiam invites sealed quotations from Original Equipment Manufacturers or their authorized agencies or reputed firms having competence for Comprehensive Annual Maintenance Contract for 2 (two) nos. of passenger lifts (elevators) - 'Omega Elevators'. The bid should be submitted in sealed cover superscribed as "Bid for CAMC for Passenger Lifts". Quotations may be addressed to the **Principal, NERIE, Umiam, Ri-Bhoi District, Pin-793103, Meghalaya.**

The quotations will be available in NERIE website www.nerie.nic.in only. Last date of submission of quotations is 18th September, 2018 (upto 11:00 A.M.). The date and time for opening of quotations is 18th September, 2018 (at 11:30 A.M.) at NERIE, Umiam.

Quotations may be sent either by speed post or may be dropped in the Tender Box placed in the Establishment Section of the Institute. Any other mode will not be accepted. NERIE will not be responsible for postal delay or otherwise.

I. Scope of Work:

- Diagnose the faults and rectify the defects of the lifts detected in reasonable time.
- Repair / replace the faulty parts etc. of the equipment.
- Carry out the preventive maintenance as per schedule.
- Attend all breakdown calls, as and when intimidated.
- Upkeep the system, recording, required reading and maintenance of log book of works carried out.

II. Lift Specification: Capacity: 680 Kg/10 persons; Automatic doors and stainless steel cabin. Lifts were installed in the year 2011-12.

III. Eligibility Conditions: The bidder shall meet the following requirements -

- Average annual financial turn over during the last three year ending 31st March, 2018 should be at least Rs.10.00 lakhs.
- Experience of having successfully completed at least 2 similar CAMC work during last 3 years as on last day of December, 2017 in Central / State Govt Offices/PSU and reputed firms.
- Documentary proof in support of the above shall be produced along with bidding document

iv. Non-tribal firms participating in the Bid shall submit Trading License from Khasi Hills Autonomous District Council, Shillong, if required. The condition of requirement may be confirmed from Khasi Hills Autonomous District Council, Shillong.

IV. Earnest Money Deposit (EMD): An EMD of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft drawn in favour of Principal, NERIE, Umiam, Shillong shall have to be submitted along with the bid. The EMD of the unsuccessful Bidders shall be refunded. No interest shall be payable to the Bidder for the EMD.

V. Performance Security: The successful bidder shall furnish Performance Security to the NERIE for an amount equal to 10% of the value of contract within 7 working days from the date of acceptance of the CAMC. The performance security bond shall be in the form of Bank guarantee / DD issued by any commercial bank and should be valid for 60 days more beyond the date of expiry of the contract. On receipt of the Performance Security deposit, the EMD will be refunded to the firm.

VI. Evaluation Process: Bids will be scrutinized and evaluated by the competent authority/committee with reference to the parameters prescribed in tender document. The Bid proforma is enclosed herewith as **Annexure**. All documents submitted along with the tender document shall be self-attested by the firm. The decision of the Committee will be final and binding in deciding the successful bidder.

VII. Payment Terms:

- i. The Comprehensive AMC charges will be inclusive of statutory annual inspection charges, license fees, taxes etc.
- ii. The charges of the Comprehensive AMC will be paid on quarterly basis during the period of the contract i.e. in four equal installments, subject to production of satisfactory performance certificate from the concerned section of the Institute.
- iii. Payment will be made on quarterly basis by Account payee cheque/ RTGS on receipt of bills.
- iv. No advance or any charge over & above quoted Comprehensive AMC charges will be paid.
- v. The TDS, if any, will be deducted at source as per rules from the tax invoice/bills of the firm.

VIII. Other Terms and Conditions:

1. Bidders agreeing with the terms and conditions in this tender document need only apply. The bid should remain valid for 90 days from the date of opening of the Bid.
2. Besides rate, in case additional terms and conditions are set by the firm, the same shall also be taken note of and must be acceptable to NERIE for the award of the contract. The decision of NERIE in all such matters shall be final.
3. The EMD shall be accompanied along with the Bid.
4. The bidders must comply with the requirements as provided in the proforma of Bid.

5. The maintenance and servicing of the lift will be done by the firm on bi-monthly basis (minimum) under the terms and condition as per standard laid down by the manufacturer. The servicing of the lift will be done by trained technicians/experts in the presence of the officials of the NERIE.
6. The technicians/experts deployed for maintenance of the lifts shall produce valid Identity Card issued by the firm, as and when demanded by the NERIE.
7. The period of the Comprehensive AMC of the lifts will be initially for one year from the date of execution of Agreement between NERIE and the successful firm. Thereafter, it may be extended for another two years on the same terms and conditions, based on satisfactory performance and mutual consent of both the parties.
8. The complaints lodged by the NERIE in respect of its lifts must be attended on top most priority. The complaints lodged either on phone or by email should be attended within 48 hours without any fail. The status report and serviceability of the defective lifts should be given at the time of first inspection itself.
9. In case of major repairs requiring more than 48 hours, the firm shall intimate the NERIE in writing the actual time required along with justification. However, the major repairs should be done by the firm within 5 days from the receipt of complaint. In case of serviceability/dysfunction of the equipment is beyond 5 days, penalty as detailed below may be imposed on the Contractor and the amount will be recovered from the quarterly bills.

Delay Period (counted beyond 5 days)	Penalty
6 to 12 consecutive days	@ 5% of respective quarterly bill
13 to 19 consecutive days	@ 10% of respective quarterly bill
20 – 29 consecutive days	@20%of respective quarterly bill
30 days and beyond	@30% of respective quarterly bill

NOTE: In exceptional cases, Competent Authority of NERIE may consider to extend the time limit mentioned above. The decision of Competent Authority shall be final and binding on the Contractor in this respect

10. It is advised that before quoting the rates, the lifts installed in NERIE, Umair may be inspected by your Engineer/Technician. The NERIE will not pay any TA/DA or conveyance charges on this account. In the event of any of the lifts out of order, the successful firm will repair the defective lift/s within the approved CAMC.
11. The Comprehensive AMC charges must be inclusive of all taxes and statutory annual inspection charge, if any. The NERIE will not pay any advance or any other charges over and above Comprehensive AMC charges.
12. While submitting the bill, the firm has to furnish a satisfactory working certificate of the lift(s) from the officials along with bi-monthly/monthly servicing done by the firm.
13. The firm has to ensure for the proper upkeep and maintenance of the lift(s) as per standards of the OMEGA. Since the nature of the AMC is fully comprehensive as such it includes the charges of repair/replacement of the worn out components also, without claiming any additional charges from the Institute.

14. The firm has to replace the parts with OMEGA genuine parts under the intimation/presence of the NERIE official.
15. The NERIE reserves the right to cancel the contract at any time during the period of the Comprehensive AMC contract, if the servicing is not found to be satisfactory, etc.
16. The successful firm has to give its acceptance within a week from the date of issue of the award letter failing which the Comprehensive AMC offer may be cancelled and the contract may be awarded to the next eligible bidder. The firm has to commence the work of servicing & maintenance of the lifts within a week from the date of acceptance.
17. This contract will be subject to Shillong jurisdiction only. All the disputes arising out of the contract terms shall be resolved in accordance with the Arbitration and Conciliation Act, 1996 at Shillong only.

AB Barman
2018

Principal

ANNEXURE

North East Regional Institute of Education
(National Council of Educational Research and Training)
Umiam, Ri-Bhoi District, Meghalaya – 793103

Bid Proforma for CAMC for Two Omega Lifts

1. Name, address of the firm : _____
2. Contact No.: _____
3. Turnover for the last three financial years :

Financial Year	Annual Turnover (Lacs)	Whether supporting document enclosed (Yes / No)
2015-16		
2016-17		
2017-18		

(Copies of the I. T return filed and Balance sheet to be enclosed)

4. Proof of work completion certificate as per the terms mentioned in eligible criteria (please enclose proof of the same):

Sl. No.	Year	Name of the client with address	Proof submitted (Yes/No)
i			
ii			
iii			
iv			
v			

5. Mention the Registration number, if the agency / company are registered under the followings:

Sl. No.	Registration under	Reg. No. & Date	Proof submitted (Yes/No)
i	Service Tax		
ii	ESI		
iii	EPF		
iv	PAN		
v	TIN		

6. Bank Details of the firm for RTGS payment (Please enclose copy of passbook/crossed cheque)

Name of the Bank & Branch	
Account Number	
IFSC Code	
MICR Code	

7. Trading License No. (for Non-Tribal Firms, if required): _____
(Please enclose copy)

8. Rate for comprehensive AMC for two lifts:

Sl. No.	Head of expenses	Amount (Rs.)
	Comprehensive AMC charges per annum for two lifts	
	Add: GST	
	Total	

Amount in words: Rs. _____

I / we certify that all the terms and conditions of the tender document are acceptable to us.

Signature of the authorized person
with Company Seal

Date:

Name:

Place:

Designation: