



Notice Inviting Tender

(Invited through e-Tendering mode on GeM Portal only)

Annual Maintenance Contract (AMC) of different types/make/capacities of Lifts installed at various premises of the Asiatic Society, Kolkata.

| <u>Important Dates</u> | |
|---------------------------------|-------------------------|
| Date of Release of NIT / Tender | As per GeM Bid Document |
| Last date of submission of Bid | As per GeM Bid Document |
| Date of Opening of Bids | As per GeM Bid Document |
| Tender Fee | Nil |

Submission of Technical and Financial bid- Only through GeM portal.

1 Park Street, Kolkata -700016 Phone 2229-0779, 2249 -7251

Email: asiaticsociety-ask@asiaticsocietykolkata.nic.in

Website: www.asiaticsocietykolkata.org

Tender Information

| | |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Tender Reference No. | As per GeM Portal |
| Work Item Title/ Description | Annual Maintenance Contract (AMC) of different types/make/capacities of lifts installed at various premises of the Asiatic Society, Kolkata. |
| Mode of Tendering | Open (e-Tendering) on GeM |
| Tender Release Date | As per GeM Bid Document |
| Last Bid Submission date | As per GeM Bid Document |
| Date of Opening of Bid | As per GeM Bid Document |
| Bid submission/ Opening | Only through GeM Portal |
| Tender Category | Services |
| EMD Fee | Rs.10,000/- |
| Performance Security | 3% of Quoted Price . |
| Duration of Contract | 12Months |

I. **The Asiatic Society, Kolkata** invites online tenders through GeM Portal from the interested and eligible bidders for Annual Maintenance Contract (AMC) of different types/make/capacities of lifts installed at various premises of the Asiatic Society, Kolkata.

II. **Details of Lifts:**

| Sl. No. | No of Lift | Specification | Make |
|--------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1 | 3 | <ul style="list-style-type: none"> ➤ Capacity: 13 Passengers ➤ Weight: 884 kg ➤ Speed: 1.5 m/s ➤ Travel: 22 meter ➤ Stops: 6 stops ➤ Openings: 6 stops ➤ Automatic rescue device complete with dry maintenance free battery of requisite capacity. ➤ Operation: Microprocessor base duplex collective selective with or without attendant. ➤ Power: 415 V 3 Phase, 50 Hz, 4 wires. Alternating Current System. ➤ Doors: Microprocessor based Power operated automatic open and close type horizontal sliding stainless steel scratch proof door at all landing. ➤ Stainless steel hand rail, voice announcement system, alarm system and brail system inside the car. | Kone Elevators India Private Limited |
| 2 | 1 | <ul style="list-style-type: none"> ➤ Weight: 272 kg ➤ Speed: 1.5 m/s ➤ Travel: 14 meter ➤ Stops: 4 stops ➤ Openings: 4 stops ➤ Automatic rescue device complete with dry maintenance free battery of requisite capacity. ➤ Operation: Microprocessor base duplex collective selective with or without attendant. ➤ Power: 415 Volt 3 Phase, 50 Hz, 4 wires. Alternating Current System. ➤ Doors: Microprocessor based Power operated automatic open and close type horizontal sliding stainless steel scratch proof door at all landing. ➤ Stainless steel hand rail, voice announcement system, alarm system and brail system inside the car. | Schindler India Private Limited |
| Total | 4 | | |

- III. The interested tenderer (Firms/Agencies /Service Providers) may upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical & financial bids on the GEM Portal.
- IV. Tender document is available for viewing/downloading on the 'tenders' link of the website of The Asiatic Society, Kolkata i.e. www.asiaticsocietykolkata.org and GeM Portal.
- V. Any Corrigendum to this tender will be notified through the aforesaid websites only.
- VI. Selection of the successful bidder will be at the sole discretion of the Asiatic Society, which reserves the right to amend/cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason.
- VII. The Asiatic Society, Kolkata may disqualify the bidders at any stage for any of the following reasons:
 - i. Non-fulfilment of essential qualification conditions
 - ii. Incomplete/part information/misinformation [without supporting proof]
 - iii. Exerting external influences

VIII. Scope of Work:

- 1. This Annual Maintenance Contract shall be a contract for different types/make/capacities of lifts.
- 2. The AMC shall include routine and preventive maintenance as also breakdown maintenance if and when required.
- 3. Program of routine and preventive maintenance during the tenure of annual maintenance contract shall comply with minimum requirements as below.

a) Monthly:

- i. To check all bearing oils, oil rings, oil chains, etc.
- ii. To check and repair all relays and contacts as wells as their movements and repair as necessary.
- iii. To clean traction machines, relays panels, control panel, starter panels, selectors, governors, car top, car gates, sills and pits
- iv. To check brake action and adjust if necessary
- v. To check and repair movement of door switches, gate switches and emergency stop switches
- vi. To check and repair indicator lamps and indicator
- vii. To check and repair annunciator lights, buzzer and car lights
- viii. To check and adjust leveling differences, brake slippage, acceleration, deceleration and riding comfort.

- ix. To check and repair movements of car control buttons, switches and the like.
- x. To check and repair operation of weighting devices.
- xi. To turn grease cups for speed governors and compensating pulleys.
- xii. To check and oil selectors.
- xiii. To top up rail lubricators.
- xiv. To clean ropes oil if necessary.
- xv. To clean traction motor brushes, brush holders and internal frame. Adjust slip rings if necessary. Check commutators.
- xvi. To oil electric brake pins.
- xvii. To oil all pins of door operation and door opening mechanisms.
- xviii. To clean hoist way, beams slow down cams, outside cages, rails and counterweight rails.
- xix. To clean, oil and adjust door closer and levers.
- xx. To clean main sheave, secondary sheaves and rope sheaves on car top and counterweigh top.
- xxi. To clean and repair brake wheels and shoes.
- xxii. To oil compensating rope tensioning pulleys.

b) Quarterly:

- i. To clean and oil door hangers, door rails, interior of hanger case. If necessary, adjust eccentric rollers, car door hangers, door connecting ropes and chains.
- ii. To check and repair door shoe.
- iii. To clean and oil safety fears.
- iv. To clean and oil car and counterweight guide shoes. Adjust if necessary.
- v. To clean and oil interior of terminal limit switches and position switches. Check rubber rollers of terminal limit switches.
- vi. To check oil clean and repair interior of door switches, gate switches. Replace worm parts if necessary.
- vii. To check and repair flexible cable.
- viii. To check and repair movement of limit switches.
- ix. To clean and oil interior of car control switches.
- x. To clean and check push buttons of care control panels.
- xi. To check, clean and repair the sleeve and plungers of the electromagnetic brakes.
- xii. To check and repair the operation of terminal limit switches and final limit switches.
- xiii. To check and repair the governor switches.
- xiv. To clean the brush holders and commutators of the door motors.

- xv. To check and repair the traction ropes for broken wire, wear elongation and even tension. Adjust if necessary.
- xvi. To remove the dust inside the traction machines and controls panels using electric blower.
- xvii. To clean and repair the indicator lamps.
- xviii. To check the voltage of rectifiers and thrusters.

c) Half Yearly:

- i. To check and repair the operation of safety gears.
- ii. To check oil for oil buffers.
- iii. To check and clean the hall buttons and contacts.
- iv. To check and repair the compensating chains or ropes.
- v. To check and oil the bearing of door motors.
- vi. To grease the secondary sheaves, car top sheaves and counterweights.
- vii. To check the wear of guide shoes of cars and counterweights.

d) Annual:

- i. To clean the wire connection box of every landing and car cages. Tighten all screws and check the conditions of cables at conduit inlets and outlets.
- ii. To check and repair the conditions of worm gear and thrust bearing of the gear boxes.
- iii. To check and tighten screws of control panels, starters panels and relay panels.
- iv. To remove the dust inside the landing indicator switches by electric blower.
- v. To test all safety devices.
- vi. To dismantle, clean and adjust the electromagnetic brake of gearless machines.
- vii. To change gear oil and motor oil.
- viii. To check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lift frame, guide rail, guide rail clamps and bracket etc.
- ix. To test the over current relays
- x. To provide all labor, materials, tools and transport to carry out annual inspection and load test according to the requirement of the employer

All the scheduled maintenance services described above shall be properly programmed and agreed with the Maintenance Section in order not to affect operation of the lift systems.

4. The Contractor shall also undertake to provide a comprehensive breakdown service whereby qualified technicians shall attend to each breakdown in following manner:
 - i. Critical faults immediately (within two hours);
 - ii. Minor faults within 24 hours by replacement method, with the available spares, if instructed by the Maintenance Section.
5. Breakdown service will include replacement of genuine spares (most preferably) or similar part as instructed by the Maintenance Section of the Society at the cost of the service provider.
6. In circumstance such that the Contractor fails to attend the breakdown within two normal working hours after notification of the breakdown and where remedial work is interrupted during normal working hours for purposes other than obtaining replacement parts, the Asiatic Society reserves the right to order such action as may be necessary to expedite completion of remedial work which shall be at the Contractors expense without abrogation of the Contractors responsibilities.
7. The Contractor shall keep sufficient spare parts during the maintenance period to ensure that replacement work for defect can be carried out immediately.
8. The Contractor should ensure that all lifts comply with relevant safety standards and regulations and keep accurate records of safety inspections and certifications.
9. The contractor shall in no case sublet the contract or transfer the work/contract to any other agency or person in any manner or appoint sub-contractor to render the services under the Contract.
10. A detailed Service Report mentioning all minor/major, routine/preventive repair/maintenance job undertaken shall be provided and the same shall be certified by the Maintenance Department.

IX. Eligibility Criteria for participation in the Tendering process:

1. The bidder should have experience of carrying out similar maintenance works with the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/ Reputed Private Sectors during last Three years.
2. The bidder should have undertaken annual maintenance contract of air conditioners for at least two Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/ Reputed Private Sectors in last Three years and the said contracts should not have been terminated before the expiry of full term.
3. The Bidder should be financially solvent and sound to execute the contract. The bidder should submit Bank Solvency certificate in its favour issued by the bidder's banker.
4. The bidder should have an office/workshop/service centre in Kolkata / Kolkata UA.
5. The bidder shall submit an affidavit stating that it is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.

Non-compliance with any of the conditions mentioned in IX above by the bidder will amount to non-eligibility for the contract for which tender has been floated and its tender will be summarily rejected.

X. Earnest Money Deposit:

1. The bidder will be required to deposit a further sum of Rs. 10,000/- towards Earnest Money deposit except MSME and Startups bidder.
2. The EMD is to be submitted only through RTGS / internet banking in favour of **The Asiatic Society**, Account No. **3489910353**, IFSC Code **CBIN0280108**, Bank Name **Central Bank of India** Branch address **1 Park Street, Kolkata -700016**.
3. Bidder has to upload scanned copy / proof of the Online Payment of EMD along with bid.
4. The bidder seeking EMD exemption, must upload the valid supporting document for the relevant category with the bid.
5. The EMD of all unsuccessful bidders shall be returned to them without any interest after awarding the work to the successful bidder and entering into the contract.

XI. Performance Security:

The Contractor shall have to furnish Security Deposit (interest free) @ 3% of the quoted price. For this, the earnest money will automatically be converted as part of security deposit. Balance amount of Security Deposit will be paid in the form of Demand Draft/ Bank Guarantee in favour of The Asiatic Society, Kolkata. The Security Deposit will be refunded after successful completion of the period of AMC as specified in the work order.

XII. Submission of Bid:

1. The bid shall consist of two parts: Technical Bid and Financial Bid
2. The Technical Bid as per Annexure I and the relevant attachments shall be uploaded on GeM portal at relevant upload fields in PDF.
3. The Financial Bid shall be submitted through GeM portal. Further, bidders are to upload the financial detail duly signed as per sheet in Annexure II in the relevant upload field on GeM portal in PDF.

XIII. Documents to be UPLOADED on GeM portal along with bid:

1. Copy of Work Order.
2. Certificate for successful completion of work/Performance Report by the client.
3. Bank Solvency certificate.
4. Copy of the affidavit stating that it is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.

5. Copy/ proof of the Online Payment of EMD.
6. Copy of this bid document duly signed on each page.
7. Completely filled Annexure-I and Annexure-II

XIV. Evaluation of Bids:

1. Bids received against the tender shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure – I shall be deemed to be a technical offer. **In the event prices are indicated by the party in the Technical bid, the offer shall stand rejected.**
2. Financial Bids of only those bidders shall be opened whose Technical Offers are found acceptable.
3. The financial evaluation shall be as per GeM wherein L1 bidder, the one quoting the lowest rate shall be declared successful.
4. The formula for calculation of the Financial evaluation shall be as per GeM portal which is reproduced here as:

$$\boxed{\text{Rate per Unit (Inclusive of all Taxes) x Number of units (3)}}$$

XV. General Terms and Conditions

1. Bidders shall declare their offer validity for a period of 90 days. Offers with a shorter validity or inconsistent with the requirements set out in this tender shall be ignored summarily and no representation in this regard shall be entertained by the Asiatic Society.
2. The Asiatic Society reserves the right to cancel the bidding process at any stage of the bidding. The decision of the Asiatic Society in this regard shall be final and binding.
3. The intending bidders may visit and inspect the site of work on any working day and during working hours and make necessary investigation in regard to communication facilities, source of water supply and power and other important points before submission of tenders within the date and time specified.
4. Successful bidder [henceforth referred to as Contractor] shall execute an agreement for the fulfillment of the contract on a Non Judicial stamp paper of Rs 100/- within seven (7) days from the date of issue of the work order and only after the submission of the Performance Security.
5. Payment will be made on quarterly basis at the end of each quarter on submission of only GST compliance invoices in triplicate along with satisfactory Report of the Maintenance Section of the Asiatic Society. The payment shall be made through RTGS/NEFT/PFMS. The Income Tax and other statutory deductions, as applicable will be deducted from the payment. **No advance payment will be made at any stage during the contract.**
6. The contractor shall be responsible for all acts of commission and omission on the part of the personnel engaged for the purpose of the contract. The Asiatic Society, Kolkata shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the

contractor's employees performing duties under the contract. The contractor shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Workmen's Compensation, and Employees State Insurance etc. if applicable in respect of the persons engaged by it in The Asiatic Society, Kolkata for the purpose. The contractor shall also be responsible for any damages done to the property of the Society by the personnel so engaged. The Asiatic Society, Kolkata will be free to recover it from the security deposit given by the contractor or from any other dues.

7. The Asiatic Society, Kolkata reserves the right to terminate the contract at any point of time after giving a week's notice to the contractor without assigning any reason, if the work of the contractor is found unsatisfactory. The Asiatic Society, Kolkata may also resort to blacklist the contractor for a suitable time period on the lapse on its part. In that case, the Security deposit furnished by it will be forfeited without prejudice to other remedies.
8. Conditional offers and price variation will not be accepted by the Society during execution of the contract.
9. All disputes are subject to the jurisdiction of Courts in Kolkata.

[Bidder has to upload Annexure I on GeM portal at relevant upload field in PDF.]

THE ASIATIC SOCIETY

TECHNICAL BID

Tender for Annual Maintenance Contract (AMC) of different types/make/capacities of Lifts installed at various premises of the Asiatic Society, Kolkata.

1. Name of the Bidder :
2. Constitution of the Bidder :
3. Name of the Proprietor / Director/Partner :
4. Complete office address :
5. Telephone Number :
6. E-mail address :
7. Permanent Account Number [PAN] :
8. GSTN :
9. Whether the bidder meets the eligibility criteria stated in sub clauses 1 and 2 of Clause IX of the bid document. : Yes/No
10. whether the bidder has an office, workshop, or service center in Kolkata or Kolkata Urban Agglomeration : Yes/No
11. If answer to 11 is yes, mention the address :
12. Whether the Bidder is / has been black listed by Central Government Departments/State Government /Statutory bodies/ Autonomous bodies/PSUs / Private Sector at any point of time. : Yes/No

13. Financial Turnover & profit of the Bidder during last three Financial Years:

| Financial Year | Turnover [Rs in lakhs] | Profit [Rs in Lakhs] |
|----------------|------------------------|----------------------|
| 2020-21 | | |
| 2021-22 | | |
| 2022-23 | | |

14. Whether the bidder is financially solvent : Yes /No

15. Declaration:

i. I, _____ Son /
Daughter / Wife of Shri

Proprietor/Partner/Director, authorized signatory of the Bidder, mentioned above, is competent to sign this declaration and execute this Tender document;

- ii. I have carefully read and understood all the terms and conditions of the Tender document stated in Clause I to XV which form part of the Contract Agreement and undertake to abide by them;
- iii. I hereby unconditionally accept the all the terms and conditions of the Tender document stated in Clause I to XV / corrigendum (s) in its totality / entirety.
- iv. The information / documents furnished along with the above bid are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of the Authorized Person with Seal

[Bidder has to upload Annexure II on GeM portal at relevant upload field in PDF.]

THE ASIATIC SOCIETY

FINANCIAL BID

Tender for Annual Maintenance Contract (AMC) of different types/make/capacities of Lifts installed at various premises of the Asiatic Society, Kolkata.

1. Name of the Bidder :
2. Complete office address :
3. Telephone Number :
4. E-mail address :
5. Financial bid details :

| <i>Sl. No</i> | <i>Description of item</i> | <i>No of Unit</i> | <i>Rate per unit per annum including GST</i> | <i>Total</i> |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------|---------------------|
| 1 | Annual Maintenance Contract (AMC) of different types/make/capacities of Lifts installed at various premises of the Asiatic Society, Kolkata. | 4 | | |
| | | | | |
| Quoted Price | | | | |

Total amount quoted Rs..... (Rupees.....) only.

Date:

Place:

Signature of the Authorized Person with Seal