

### Request for Proposal for

**" Supply, Installation, Testing & Commission of 10 Passenger capacity & 8 Passenger capacity Lifts at Academic Block & Hostel Block of ITCO ocean Building at INCOIS, Hyderabad" from CPWD Category - A listed vendors**

Dear Sirs,

On behalf of Director, ESSO-INCOIS tenders are invited in "Two Bid System" (Technical Bid and Price Bid) from tenderer's with appropriate registration having adequate resources and setup and dealing with similar works on regular basis for the work of " Supply, Installation Testing and Commissioning of Air conditioners along with warranty" through online in the e-tender portal i.e., <http://eprocure.gov.in/eprocure/app>.

1.	Name of the work	:	SITC of 10 Passenger capacity & 8 Passenger capacity Lifts at Academic Block & Hostel Block of ITCO ocean Building at INCOIS, Hyderabad from CPWD Category - A listed Vendors
2.	Submission of Bid	:	Please note that the subject tender has to be submitted online via our e-tender portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
3.	Type of Bid	:	Two Bid; EMD of Rs 60,000/-
4.	Bid submission due date online	:	On or before 1500 Hrs of 08.11.2018
5.	Bid opening date	:	After 1500 Hrs. of 09.11.2018
6.	Bid validity	:	90 days from the date of opening of tender
7.	Delivery Period	:	180 days from the date of receipt of the order

Being an e-tender the bid has to be submitted online through the e-tender portal i.e., <https://eprocure.gov.in/eprocure/app>. Kindly refer **Appendix** for the detailed procedure. For any assistance, please contact the following persons: Mr. Devendra Kumar /Mr. R V Giridhar , Phone No 040-2388 6055/2388 6074, email : [devendra.kumar@incois.gov.in](mailto:devendra.kumar@incois.gov.in) / [rvgiridhar@incois.gov.in](mailto:rvgiridhar@incois.gov.in)

INCOIS may, at its discretion, extend the deadline for submission of bids by issuing the corrigendum, in which case all rights and obligations of the Owner and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090 Ph.No.040-23886000 / 23886055, Fax No.040-23892910

## INDEX:

**Name of the Work:- Supply, Installation, Testing & Commission of 10 Passenger capacity & 8 Passenger capacity Lifts at Academic Block & Hostel Block of ITCO ocean Building at INCOIS, Hyderabad" from CPWD Category - A listed vendors**

S.No.	Content	Page No.
1)	Introduction	2
2)	Lift Specifications	2
3)	Scope of Work	8
4)	Eligibility Criteria	10
5)	Documents to be enclosed	11
6)	Price Bid format	11
7)	Terms and Conditions	12
8)	Instructions for Online Bid Submission	Appendix

### 1. Introduction:

- 1.1. Indian National Centre for Ocean Information Services (ESSO\_INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.
- 1.2. INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090 ,near besides ALEAP in 60 acre premises. It had started functioning at its premises w.e.f 2004 after construction of various buildings along with related services were completed and occupied in year 2004.
- 1.3. INCOIS is setting up an International Training centre for Operational Oceanography (ITC Ocean)which is a UNESCO category-2 recognized centre. Under this project two buildings viz., Academic Block & Hostel Block are being constructed. Now the requirement in this particular tender is for SITC of 10 Passenger capacity & 8 Passenger capacity Lifts at Academic Block & Hostel Block of ITCO ocean Building at these buildings.

### 2. Lift Specifications:

#### 2.1. Technical Specifications:-

S. No	Description	Academic Block	Hostel Block
1	Number of Lifts	1 nos – Machine Room Less Lift	1 nos – Machine Room Less Lift
2	Type of Lift	Passenger cum Equipment Lift	Passenger cum Equipment Lift
3	Capacity of the Lift	10 Passenger / 680 Kg	8 Passenger / 544 Kg
4	Speed	1.0 m/s	1.0 m/s
5	Type of drive	Variable voltage variable frequency drive (VVVF)	Variable voltage variable frequency drive (VVVF)
6	Type of control system	Microprocessor Based, Single Car Grouping, Selective Collective control with & without attendant	Microprocessor Based, Single Car Grouping, Selective Collective control with & without attendant

7	Power Supply	415V, +/-10%, 3Phase, 4wire, 50Hz.	415V, +/-10%, 3Phase, 4wire, 50Hz.
8	(i) Travel Distance (ii) Overhead Distance	5.00m (approx) 6.00m (Height above last landing)	4.00m (approx) 5.00m (Height above last landing)
9	Number of Floors to be served	G+1 Upper floors	G+1 Upper floors
10	Number of Landing Entrances	2	2
11	Number of Landings	2	2
12	Position of Lift Machinery	Directly above the lift well	Directly above the lift well
13	Size of the lift Well	2070mm(W) x 1960mm(D) (approx)	1620mm(W) x 1750mm(D) (approx)
14	Lift car inside size	1575mm (W) x 1500mm(D) x 2200 (H) (approx)	1100mm (W) x 1300mm(D) x 2200mm (H) (approx)
14a	Pit Depth	1500mm (approx)	1470mm (approx)
15	Lift car inside finish	Stainless steel in Hair line finish	Stainless steel in Hair line finish
16	Lift car door finish	Stainless steel in Hair line finish	Stainless steel in Hair line finish
17	Type of car door	Automatic center opening, Stainless Steel doors	Automatic center opening, Stainless Steel doors
18	Type of Landing Door	Automatic center opening, Stainless Steel doors	Automatic center opening, Stainless Steel doors
19	Type of door protection	Full screen infra red protection	Full screen infra red protection
20	Clear car door opening	800mm (W) x 2100mm (H) (approx)	800mm (W) x 2100mm (H) (approx)
21	Clear landing door opening	800mm (W) x 2100mm (H) (approx)	800mm (W) x 2100mm (H)
22	Alarm Button	Alarm Button in case of stoppage to sound alarm at all floor levels.	Alarm Button in case of stoppage to sound alarm at all floor levels.
23	Fire man switch	Shall be provided in Podium lobby and control room. Required cables to be supplied and installed by the vendor.	Shall be provided in Podium lobby and control room. Required cables to be supplied and installed by the vendor.
24	Car Fittings	a) Ceiling should be of elegant design to match with the interiors and should have light diffusers to give a special soothing ambience inside the car. b) Special design overhead ventilation grids should be provided for optimum airflow to the passengers (including axial flow fan). c) Car operating panel containing sleek feather touch buttons with LED indicating floors served, up/down direction button, auto/attendant key switch, door open and door close buttons, fan	a) Ceiling should be of elegant design to match with the interiors and should have light diffusers to give a special soothing ambience inside the car. b) Special design overhead ventilation grids should be provided for optimum airflow to the passengers (including axial flow fan). c) Car operating panel containing sleek feather touch buttons with LED indicating floors served, up/down direction button, auto/attendant key switch, door open and door close buttons, fan

		<p>and light switches, non-stop button, digital position indicators, complete in all respects for effective operation of lift.</p> <p>d) Battery operated emergency light in the car and alarm bell with maintenance free battery and charger.</p> <p>e) Battery operated press and talk type intercom system consisting of a speaker integrated in the car operating panel and connected to nearby control room at ground floor (including all related wiring works).</p> <p>f) Overload indicator</p> <p>g) Car Flooring (Vendor should give various options for consideration and finalization by INCOIS)</p> <p>h) Name plate is to be provided inside the car panel as per the BIS code like name of the firm, year of manufacture, safe working load capacity etc.</p> <p>i) Name plate is to be provided inside the car panel regarding operational instructions.</p>	<p>and light switches, non-stop button, digital position indicators, complete in all respects for effective operation of lift.</p> <p>d) Battery operated emergency light in the car and alarm bell with maintenance free battery and charger.</p> <p>e) Battery operated press and top type intercom system consisting of a speaker integrated in the car operating panel and connected to nearby control room at ground floor (including all related wiring works).</p> <p>f) Overload indicator</p> <p>g) Car Flooring (Vendor should give various options for consideration and finalization by INCOIS)</p> <p>h) Name plate is to be provided inside the car panel as per the BIS code like name of the firm, year of manufacture, safe working load capacity etc.</p> <p>i) Name plate is to be provided inside the car panel regarding operational instructions.</p>
25	Additional safety features	<p>a) <b><u>Automatic rescue device.</u></b> (Upon power failure, the main motor will be energized by a battery operated electronic device. The car will move up or down to the next floor, the direction requiring the least effort should be selected by the system. Upon arrival, the doors will open to enable trapped passengers to walk out from the car in to the lobby). This device should be operated on maintenance free batteries.</p> <p>b) <b><u>Over load device</u></b> (when the car is loaded to predetermined capacity, the weight sensing device should operate causing the car to bypass further calls and if the car is loaded in excess of 110% of the rated capacity, it shall cause the car to keep its door open and to</p>	<p>a) <b><u>Automatic rescue device.</u></b> (Upon power failure, the main motor will be energized by a battery operated electronic device. The car will move up or down to the next floor, the direction requiring the least effort should be selected by the system. Upon arrival, the doors will open to enable trapped passengers to walk out from the car in to the lobby). This device should be operated on maintenance free batteries.</p> <p>b) <b><u>Over load device</u></b> (when the car is loaded to predetermined capacity, the weight sensing device should operate causing the car to bypass further calls and if the car is loaded in excess of 110% of the rated capacity, it shall cause the car to keep its door open and to sound the</p>

		sound the alarm). c) <b><u>Infrared light curtains</u></b> (The system should consist of an array of the detectors along the door edges to sense the obstruction in the path of the doors, without any physical contact with the object and to prevent the doors from closing and reopening.	alarm). c) <b><u>Infrared light curtains</u></b> (The system should consist of an array of the detectors along the door edges to sense the obstruction in the path of the doors, without any physical contact with the object and to prevent the doors from closing and reopening.
26	Leveling Accuracy	+/- 5mm (Five millimeters) at all speeds.	+/- 5mm (Five millimeters) at all speeds.

## 2.2. General Specifications:-

**2.2.1.** Passenger cum equipment lifts will be used for transportation of the passengers and light weight electronic equipments / devices etc.,

**2.2.2.** Lift should be suitable for size of the lift well as indicated under technical particulars and site conditions.

**2.2.3.** Design, fabrication and installation of the lifts (along with all the associated components) should conform to relevant BIS with latest amendments. Wherever appropriate BIS are not available, relevant British standards shall be applicable.

**2.2.4.** Fabrication, design and installation of the lifts should also conform to the requirement of statutory bodies like lift inspectorate etc (obtaining license from the lift inspectorate for each lift, for regular usage of the lift will be the responsibility of the tenderer).

### **2.2.5. Lift machines and equipment:-**

- Driving sheaves shall have accurately machine grooves to suit the lifting ropes. Driving mechanism shall operate under maximum loading without over heating or vibration.
- Bearing shall not leak oil and shall be dust tight, self lubricating and wherever necessary fitted with oil level indicator.
- Lift car shall be propelled smoothly and should start / stop without vibration, noise or depth acceleration.
- Brakes shall be fitted with adjustable and renewable brake shoes. The brake shall operate automatically upon activation of any of the electrical safety device or failure of main electrical supply. The brakes shall be capable of stopping the lift in a smooth manner. The safety brake gear shall be capable of repeated operations without adjustments and shall operate without damage or distortion of guide rails.

### **2.2.6. Leveling:-**

Each lift machine shall be fitted with accurate leveling devices, which shall operate on the main hoist motor progressively, so that the lift comes to a stop by progressive deceleration and without discontinuity. The equipment shall level the lifts automatically and independently of operation by passengers and within the required tolerances, independent of load, speed, or rope stretch. Any error in leveling under any condition, loading and regardless of direction of travel shall not exceed the value specified in the particular specification.

### **2.2.7. Guides:**

The lift cars and counterweights shall be fitted with roller type guide shoes.

### **2.2.8. Well Equipment:**

- Guide rails for both cars and counter weights shall be planed "T" section steel rails of sufficient rigidity to withstand such stresses as may be expected during both normal and emergency operation.
- Fix the guide rails to be building to allow for the setting of the building and compression of columns
- Arrange the counterweight frames so that fillers can be added or removed without disturbing the ropes

- d. Use ropes of a type specifically intended for the duty. Make provision for easy adjustment to ensure that equal tension is applied to all ropes
- e. Use buffers of suitable design for the lifts
- f. The completed installation shall be designed for quiet operation, irrespective of load and speed.
- g. The counter weights shall consists of cast iron weights in structural steel frame
- h. The counter weights shall be equal to the weight of car and 40% of the contract load or any other percent to promote smooth and energy efficient operation.
- i. The counter weights shall have metal counter guard of the required length at the bottom of the hoist way.
- j. The *tenderer* shall carry out the well flushing and shall supply and install all necessary trimming beams.

#### **2.2.9. Car Landing Doors:-**

Car and landing doors shall be flush panel center bi parting

The *tenderer* shall:

- (a) Provide "meat rail" type door suspension and tracks, arranged and mounted to allow the doors to be adjusted in correct alignment
- (b) Provide door-operating mechanism capable of operating the doors at maximum speed permitted by the regulations without undue noise.

#### **2.2.10. Landing Door Surrounds:**

The *Tenderer* shall;

- (a) Provide the landing door surrounds with a one (1) piece welded door surround.
- (b) Set the frames in plumb and true in the wall opening for grouting in by others.
- (c) Provide frames of a standard profile and satin stainless steel finish.

#### **2.2.11. Landing Indicators and Control**

The *Tenderer* Shall:

- a. Provide for each landing door an approved illuminated indicator to show when a lift is about to stop at the floor and its direction of travel.
- b. Provide at each floor a gong that shall sound to attract the attention of passengers. The indicators shall give sufficient advance warning to enable passengers to reach the landing doors prior to their opening.
- c. Provide each landing with "UP" and "down" buttons along with location indicator, (except on terminals), which automatically illuminate to indicate that the call has been registered, and a digital display to indicate if lift is out of service.
- d. Install the call button panel to the requirements of the warning against the use of lifts in the event of fire.
- e. All landings should have displays of both moving direction indicator and location (Floor wise) of the lift.

#### **2.2.12. Buffers:**

- a. Spring type buffers shall be provided for car and counter weight to support the impact loads of the elevator/counter weight in the pit as per requirements and standards.
- b. Planed heavy duty steel "T" sections shall be provided as car counter guides.
- c. Stem sections or guides shall be tongued and grooved to provide smooth joints.
- d. Guide brackets or supports shall be welded to the steel plates provided in the hoist way by the *Vendor*
- e. Steel beams, channels, plates etc. required for buffer support, bearing plates separators for machine beams etc. to be supplied and installed by the tenderer.

#### **2.2.13. Hoist way Entrance:**

- a. Center opening steel doors shall be complete with toe guards, struts, headers and hardware as required.
- b. Hoist way door shall be provided with heavy-duty type two point suspension hangers and tracks.
- c. Sheaves shall be of steel with ball bearings.
- d. Hangers shall be provided with adjustable steel ball bearing rollers to withstand door up-thrust.
- e. Tracks shall be rolled steel shapes with smooth surfaces.

- f. Each hoist way door shall be equipped with a hoist way door interlock operated by a cam on the car.

**2.2.14. Door operation mechanism:**

Door operator shall be

- (a) Positive acting and powered by A.C motor rigidly connected to the door.
- (b) Able to simultaneously open the car and Hoist way doors and maintain the doors fully opened and closed at each doorstep.
- (c) Suitable for attendant / automatic operations.
- (d) Hydraulic cushioning shall be provided for smooth stop.

**2.2.15. Door interlocks:**

Door operating mechanism shall be provided with minimum of the following interlocks:

- (a) Car shall not move until the hoist way door and car door is mechanically locked in the closed position.
- (b) Hoist way door should not open from the landing side.
- (c) Car shall not move while the car door is open.
- (d) Door operating mechanism shall open the door at the landing where the car is stopping and not any other hoist way door.
- (e) It shall be possible for sliding doors to re-open in case the doors are not able to close completely in the event of any obstruction while closing. The doors shall then re-open and re-close once the obstruction is cleared.
- (f) Hoist way doors and cars doors shall be operable using the door open key for emergency operation.

**2.2.16. Controls:**

The *Tenderer* Shall:

- (a) Equip the lifts with fully automatic microprocessor controls.
- (b) Program the controls to continuously monitor the lift traffic and automatically adjust the lift operation to provide minimum waiting intervals.

**2.2.17. Keys:**

The *Tenderer* shall provide three sets of keys to operate each type of key operated switch and lock associated with the lifts.

**2.2.18. Fireman's Control:**

The tenderer shall arrange all lifts for Fireman's control in accordance with the regulations. The lift doors shall be fire rated as per the local CFO requirement and necessary test certificates are to be included and produced to this effect.

**2.2.19. Shop Fabrication:**

The *Tenderer* shall:

- (a) Design fabricated items so that all possible work is done before delivery.
- (b) Fully protect for shipment.
- (c) Take all possible care to prevent damage.

The following shall also apply to the fabrication:

- (a) Welding external items shall conform with the recommendations of recognized International Standards, noting particularly the design criteria.
- (b) Flanges shall be concealed where possible. Sleeve connecting railings inside railing sections and secure with flush or set screws. Except where access is impossible, connection screws and bolts shall be on the underside of joints.
- (c) Fasteners on the top of railing sections are not permitted.
- (d) Weld shop connections for steel fabrications and bolts field connection.

The *Tenderer* shall:

- (a) Provide smooth finishes to exposed surfaces with sharp well-defined lines and arrases.
- (b) Mill machined joints to a close fit.

- (c) Design necessary lugs, brackets and similar items so that work can be assembled and installed in a neat, substantial manner.
- (d) Provide ample strength and stiffness by using appropriate metal thickness of assembly and supports.
- (e) Provide holes and connections as required to accommodate the work of other trades and for site assembly of metalwork.
- (f) Drill or punch and ream in the shop.

**2.2.20. Miscellaneous:**

The *Tenderer* shall:

- (a) Provide required MS channels, I Channels, bolts, screw, inserts, fasteners, templates and other accessories required for a complete installation
- (b) Co-ordinate with other trades as to the proper fastening systems suitable for the substrates to which the item is to be secured.
- (c) Fasten Galvanized items with galvanized fasteners.

**3. Scope of work:**

- 3.1. Submission of shop drawings with full details immediately after receipt of the order, for clearance of INCOIS.
- 3.2. Tenderer will arrange pre-dispatch inspection at their works in presence of INCOIS representatives which will comprise of : (a) Physical verification of all major components as per the specifications (b) Routine tests as prescribed by relevant BIS (or British standards) (c) Submission of copy of all test certificates for all the major components of the lift.
- 3.3. Design, fabrication, supply, installation, testing and commissioning of 2 Nos. Passenger-cum-Equipment Lifts complete with all the components and related accessories as per the "Technical and General Specifications" indicated above.
- 3.4. All the materials and labour required for fabrication, supply, installation, testing and commissioning of lifts as per the site conditions including related MS channel / supports for successful installation of Lifts as per the present site conditions.
- 3.5. Civil works required for installation of the lifts like (a) Providing staging / scaffolding in the lift well for installation of the lift materials (b) Making holes in the wall/slab etc. as per the requirement of installation (c) Making holes on the walls for grouting of the fixing of landing point operating push button panels and subsequent finishing (d) Required minor adjustments of the finishing on the walls for installation of the car landing doors and subsequent finishing work after installation of car landing doors (e) Removal of all scaffolding work after installation and cleaning of the lift well from the debris (f) Supply and providing pit ladder (g) Required MS channel supports (h) Lift well illumination with required Bulk head lighting & cabling, earthing etc. INCOIS shall provide power supply near to the Lift shaft. From that location to distribution of power, cabling, earthing etc in all aspects is included under the scope of the vendor.
- 3.6. Supply and providing required load (after installation of lift) for carrying out load testing of the lift (including prescribed over load testing).
- 3.7. Checking the performance of all the parameters of the lift (after completion of the installation) by tenderer themselves to be followed by mutual checking / inspection with the INCOIS representatives and recording the same (including load testing).
- 3.8. If applicable, obtaining the working license/certificate from the concerned statutory authority (like lift inspector) for each lift and submitting the same to INCOIS (lifts will not be accepted by INCOIS, unless the license for each lift is obtained by the tenderer and submitted to INCOIS. All the necessary works like submission of application, liaisoning with the statutory authorities, payment to the statutory authorities will be under the scope of tenderer).
- 3.9. Submission of 3 sets of literature, completion drawings, test certificates, warranty certificates etc. after completion of the work and at the time of handing over to INCOIS.
- 3.10. Free servicing and preventive maintenance once in a month during the warranty period of 1 year and submission of the service report and log report. During servicing tenderer representative will successfully demonstrate functioning of all the parameters of the lifts.

### 3.11. Comprehensive AMC :-

- The preventive maintenance service of lifts should be done once in a month and breakdown calls are to be attended promptly. A service report shall be submitted to the Engineer-in-Charge.
- No storage space will be made available to the contractor during the contract period.
- In case of minor nature of breakdown they shall be attended immediately within 24 hours, and in case of major breakdown, such as rewinding of motors, replacement of ropes, gears etc. they shall however be attended within 5(Five) CALENDER DAYS. INCOIS decision shall be final to decide the period that can be allowed for such major break down and to decide whether a break down is major or minor. Break down calls normally be responded to within a reasonable period. If any breakdown call remains unattended / unresolved for a period exceeding 24 hours in case of minor break downs and 5 days in case of major breakdowns, pro rata recovery at double the quoted rates shall be recovered from the bills payable to the firm for the number of days the lift remain unattended / unresolved / non-functional . Recovery shall be made from the AMC charges payable to the firm for the number of days the lift remained unattended /unresolved / non-operational.
- Lubricants, grease, cotton waste and any other consumable items will not supplied departmentally and its the responsibility of the contractor to provide all these items.
- The scope of comprehensive maintenance work includes cleaning, greasing of all parts, adjustment of contacts , lubrication of gears, motor guide rails, suspension rope inspection and attending to the electrical and mechanical defects, replacement of all worn out parts, including motors. Indication bulbs, alarm bell/buzzer, cabin fans, replacement of electrical wiring, intercom connected to the lift etc. are included as per the normal comprehensive contract norms.
- All the safety devices should be examined periodically and rectified immediately if the same are found defective which includes ARD etc.
- Annual safety test shall be carried out during the last quarter of AMC year without any extra cost. Rs.10000/- per lift will be recovered from the AMC charges if the annual safety test is not conducted.
- Proportionate recovery will be made for the months for which monthly service is not carried out.
- The agency shall keep sufficient stock of spares required for comprehensive maintenance of the lifts for a period of one year. The agency shall also maintain all the spares parts including the spares supplied by their vendors for the lift for the entire period of the lifts i.e., 20 years from the date of successful handing over. No claim for up gradation or replacement of lifts due to non availability of spares/obsolescence of the model shall be entertained during the life time period mentioned above and nothing extra shall be paid or reimbursed on account of up gradation /obsolescence of spares during the life time period.
- The firm should work as per the conditions existing, restrictions in movement/working hours, security aspects, conditions of the equipment to be maintained. Complaints of loss of labor, items of work not included, in the scope of work, variation etc., will not be entertained at a later date.
- Any other items of job necessary for the smooth and effective functioning of the installation but not mentioned here is deemed to have been included within the scope of this contract.
- In case of any accident during the maintenance equipments and or loss of life, the contractor shall be fully responsible for settling all claims and indemnify the department against any claims arising out of such accidents, consequential damages to other systems shall however be not recovered from the contractor.
- The agency shall clearly state the details of the routine maintenance proposed to be carried out by him and shall execute the same in the presence of the authorized representative of the Engineer in charge and his certificate should be obtained and the same to be submitted for claiming the payment otherwise the payment will not be paid. In case the representative is not available, the same should be brought to the notice of next officer who is available at site and maintenance work carried out shall be recorded in the log book of particular lift machine.
- The agency shall perform the maintenance services with trained and appropriately supervised personnel.

- In case of replacement or repairs to any part of the lifts not covered by the comprehensive maintenance is warranted, prior approval of the Engineer in charge shall be taken with due notice.
- The maintenance activities shall be carried out according to Equipment specific maintenance plan for each main component of the equipment.
- In performing the services described, agency will replace (Identical or equivalent item) or rectify at its option any component of the elevator rendered defective due to normal wear and tear and raising out the ordinary and reasonable use of the elevator. The disassembled or dismantled parts shall become agency's property.
- All parts and components fitted by agency will be original parts or components. If original parts or components are not available, the parts or components fitted will be of equal in quality and functionality.
- Refinishing, repair or replacement of the following components are outside the scope of the maintenance contract.
  - Elevator car enclosure.
  - Elevator car and landing door panels/gates.
  - Incoming electrical wiring up to main switches in the machine room.
  - Main switches in the machine room.
  - Items including mirror, hand rails, fans, lights and ARD batteries.
- Additional visits are also included within the scope of CAMC as and when the complaint calls are brought to the notice of the agency by the representative of the department
- GST, Labour cess, Income Tax and any other statutory deductions as applicable shall be deducted at source from the contractor's bills.
- The agency's authorized representative shall be available on the mobile phone on a 24 X 7 days for registering a complaint.
- The servicing / scheduled maintenance shall be done as per the consultation of Engineer-in-Charge. The materials replacement shall be carried out with the prior approval of the Engineer-in-Charge.
- The firm's representative shall sign the lift logbook maintained by the department after attending preventive / breakdown maintenance.

4. **Eligibility criteria:-** Tenderer should fulfill the eligibility criteria in order to qualify in the technical bid and should produce valid documentary proofs to the eligibility criteria.

4.1. Tenders are invited only from the CPWD Category - A listed vendors and Tenders received from any other agency / firm will not be accepted in view of the requirement for ITCO ocean as UNESCO category-2 recognized centre (C2C). Proof of Category A listed vendors is to be submitted along with the technical bid.

Incase authorized dealer of any firm(s) submit their offer it should be accompanied by valid Manufacturer's Authorization Form (without which their offers will not be considered) from the OEM.

4.2. Tenderer must be a Company registered under Indian Companies Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted) The Tenderer should have end to end arrangement with the OEM/(s) or its authorized dealer of the approved makes of the Lift as per the CPWD Category - A listed vendors to supply and maintain the equipments supplied under this tender.

4.3. Tenderer should have well established service / support centre in Hyderabad with trained / certified manpower in maintaining the infrastructure covered under this tender Service set up at Hyderabad.

4.4. Tenderer should have past experience in similar nature of works in last 05 years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 23.20 lakhs or two works of value

Rs.17.40 lakhs or three works of value Rs.11.60 lakhs. Client certificates / PO to be enclosed in this regard.

4.5. The bidder should have an average annual financial turnover of Rs. 8.70 lakhs or more during the last three years ending March 31, 2018. The bidding companies should be profit making/earning company at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.

4.6. Proof of category A listed vendors is to be submitted along with technical Bid.

**5. Documents to be enclosed:**

- Company profile .
- Plan of delivery/Completion schedule
- Manufacturer's Authorization Form (in case of Authorized dealers/distributor only)
- Documents pertaining to the eligibility criteria indicated above.

NB: Non-compliance with above requirement will lead to summarily rejection of the Proposal.

**6. Price bid:-**

Sl. No.	Description	Qty	Unit	Rate	Amount
1	Design, manufacture, assembly, supply, installation, testing & commissioning of 10 Passenger cum Equipment Lift for Academic Block as per details under Technical Specifications, Scope of work and Terms & conditions of the tender document including all related Civil & Electrical works as mentioned in the tender document and as required as per the present site conditions.	1	Nos	Please do not quote the price here	
2	Design, manufacture, assembly, supply, installation, testing & commissioning of 8 Passenger cum Equipment Lift for Hostel Block as per details under Technical Specifications, Scope of work and Terms & conditions of the tender document including all related Civil & Electrical works as in the tender document and as required as per the present site conditions.	1	Nos		
3	Comprehensive AMC for the 10 Passenger cum Equipment lift for Academic Block (1 nos) for a period of 5 years after the expiry of warranty period of one year, including carrying out monthly preventive maintenance / servicing, attending to unlimited breakdown & maintenance calls, replacement of worn out / defective components, supply of all the spare parts including consumables like batteries lamps, fans etc, checking & servicing of entire lift system on monthly basis complete as required. AMC shall be inclusive of all labour, materials, consumables and spares.	5	Years		
4	Comprehensive AMC for the 8 Passenger cum Equipment lift for Hostel Block (1 nos) for a period of 5 years after the expiry of warranty period of one year, including carrying out monthly preventive maintenance / servicing, attending to unlimited breakdown & maintenance calls, replacement of worn out / defective components, supply of all the spare parts including consumables like batteries, lamps, fans etc., checking & servicing of entire lift system on monthly basis complete as required. AMC shall be inclusive of all labour, materials, consumables and spares.	5	Years		

**7. Terms and Conditions:**

Point No.	Details
1.	<b>Quotation:</b> Quotation has to be submitted online in the e-tender portal i.e., <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> only . Tenders are invited only from the CPWD Category - A listed vendors and Tenders received from any other agency / firm will not be accepted in view of the requirement for ITCO ocean as UNESCO category-2 recognized centre (C2C)
2.	<b>Validity Period :</b> Bids/Offer shall have the validity period of 90 days from the tender closing date.
3.	Delivery period within 180 days from the date of issue/dispatch of the Purchase order.
4.	<p><b>Payment Terms:</b></p> <p>A. <u>For SITC Of Lifts</u></p> <ul style="list-style-type: none"> <li>➤ 70% of PO value will be released within 15 days against supply &amp; acceptance of materials by INCOIS.</li> <li>➤ 20% of PO value will be released within 15 days after installation, commissioning and handing over of entire system.</li> <li>➤ Balance 10% of the PO value will be released after expiry of defects liability period of five year or on submission of BG for the said amount and period.</li> </ul> <p>NB:- Net payment will be released after statutory deductions.</p> <p>B. Payment terms for CAMC :-</p> <ul style="list-style-type: none"> <li>➤ Payment will be released on quarterly basis within 15 days from the date of receipt of the invoice, service report &amp; log report of the firm for the previous quarter. Subject to satisfactory performance</li> </ul> <p><b>(Placement of orders for additional CAMC will be at the discretion of INCOIS)</b></p> <p>NB:- Net payment will be released after statutory deductions.</p>
5.	The total material supplied by the Tenderer will be covered by <b>12 (Twelve) months</b> warranty period , which will be counted from the date of Testing, Commissioning, acceptance & Handing over of the LIFTS to INCOIS. In case any defect liability period / deficiencies are noticed during the warranty period (due to poor workmanship, non compliance of specs, etc), the same will be attended / rectified/replaced by Tenderer without any additional charges.
6.	<b>Two bid system will be followed in selecting the vendor.</b> Tenders will be evaluated taking in to consideration the rates of SITC & CAMC of Lifts together. Tenderer should quote for all the items. Incomplete bids shall not be accepted.
7.	Initially order will be placed for the procurement of Lifts only. Orders for the CAMC will be at the discretion of INCOIS.
8.	Tenderer should have necessary registrations for GST, PAN etc. and a copy of same should be furnished/uploaded along with technical bid.
9.	Tenderer should submit their offer supporting with all the related documents pertaining to the technical literatures of lifts, eligibility criteria documents etc. Incomplete offers shall be rejected.
10.	Electrical power supply connection shall be provided by INCOIS for installation purpose free of charge at the location of the lift.
11.	Since the buildings are newly constructed, extreme care is to be taken by tenderer while carrying out the work.
12.	The work is to be executed by tenderer under continuous supervision of their supervisor in co-ordination with INCOIS. Working manpower engaged by tenderer should have experience in similar type of works.
13.	Damage of any of the accessories/component of the system due to mishandling or negligence by the vendor during servicing/ attending complaints etc. will be made good immediately by vendor without any charges.
14.	<b>During the warranty period Vendor shall perform quarterly servicing of the units.</b>

15.	After installation of the lifts and readiness in all aspects from vendor side, vendor will show satisfactory performance of all the parameters of the lifts for a minimum period of 7 days in presence of INCOIS representatives to ensure that after handing over of the lifts it would give continuous trouble free performance.
16.	<p>Earnest Money Deposit (EMD) : An amount of Rs. 60,000/- has to be submitted by way of Demand Draft/Bank Guarantee/ NEFT/RTGS electronic transfer from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad".</p> <p>The Scanned copy of the Demand Draft/Bank guarantee/UTR details is to be uploaded to the CPP Portal while submitting the offer. Bank guarantees should be obtained from any of the Nationalized bank of India with a validity of 6 months and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad and must reach on or before 14 30Hrs of 08.11.2018. Offers received without EMD will be summarily rejected.</p> <p>The original DDs/BG/NEFT/RTGS transfer should reach to INCOIS on or before 14 30Hrs of November 08, 2018 ie., before opening of the Technical Bid of the tender. Offers received without EMD will be summarily rejected.</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only if, the vendor is manufacturing /supplying/providing the services for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.</p>
17.	<p><b>Tender Document Cost</b> : Tender document can be downloaded from tender portal or our website on <b>Free of Cost</b>. However, if the bidder wishes to collect the tender document personally from our office (INCOIS, Hyderabad) , needs to submit a written request letter along with a demand draft for an amount of Rs. 500/- issued by any Nationalized Bank in favour of "Director, INCOIS payable at Hyderabad".</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of Tender fee only <b><u>if the vendor is manufacturing and supplying the tendered products for this particular tender.</u></b> A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>Tender fee/Tender document cost/DD received towards the tender is non refundable.</p>
18.	GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.
19.	INCOIS is partially exempted from GST under Notification No. 45/2017-Central Tax (Rate) dated 14.11.2017. <b>Concessional GST under this section is 5% only. INCOIS will issue the Concessional GST Certificate upon request.</b>
20.	Security Deposit: Successful bidder has to submit 05% of the Order value towards Security Deposit by means of Demand Draft drawn in favor of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for a period of 06 months + 60 days. The EMD submitted by the successful tenderer shall be converted as Security Deposit and the balance amount required for 05% of order value to be submitted in the form of Demand Draft / Bank Guarantee for the purpose of fulfillment of the contract. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.
21.	Performance Guarantee: In case of order issued for CAMC, Successful bidder has to submit 5% of the CAMC Order value towards Performance Guarantee by means of Demand Draft drawn in favour of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for a period of

	<b>6 years, and 60 days.</b> This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations
22.	SD/PG is liable to forfeiture in the event of : a. Withdrawal of order during validity period of the contract b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions. c. Any unilateral revision made by the successful bidder during the validity period of the contract.
23.	In event of award of work, a formal agreement will be executed between contractor and INCOIS and contractor should attend this office , along with a non-judicial stamp paper for an amount of Rs. 200/- within 15 days from the date of receipt of work order.
24.	<b>Liquidated Damages Clause:</b> In case the work/supply is delayed and delay is attributed to the Tenderer is not or as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right. a) To recover at the rate of at the rate of 0.5% per week for the goods not supplied /works not completed against the delay in execution of the order or part thereof subject to a maximum of 10% of the undelivered goods /works . b) To purchase elsewhere, after due notice to the successful tenderer on the account and at the risk of the defaulting supplier the stores not supplied or others of a similar description without canceling the work order in respect of the job not yet due for supply or c) To cancel the supply order or a portion thereof and if so desired to purchase the stores at the risk and cost of the defaulting supplier and also. d) To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above,
25.	<b>Force Majeure Clause:</b> If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency beyond the supplier's control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.
26.	Shop drawings, sample of the things ,makes & model to be submitted by the vendor before execution of works. After approval only the work should commence. The requirement is for an international lab facility & all the makes workmanship should be of highest quality & of reputed makes.
27.	If any tenderer withdraws his tender after price bid is opened, with in the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to forfeit the entire or part of Earnest Money Deposit.
28.	Tenderer shall carryout the work directly themselves till the completion of work and not through power of attorney.
29.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before issue of work order or after award of contract and tenderer shall not have any claim whatsoever on this account. INCOIS also reserves the right to spilt the tender and award to separate tenderer(s) if necessary and tenderer shall not have any claim whatsoever on this account.
30.	<b>Other special conditions:</b> 1) Price quoted by Tenderer should remain firm during the entire period of contract and no escalation in any form will be considered by INCOIS. 2) Tenderer should give detailed price break up i.e, Basic value and taxes if any. No extra will be paid by INCOIS and neither any exemption certificate will be issued. 3) The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.

	<p>4) Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of tenderer ineligible.</p> <p>5) Incomplete or conditional quotations will not be considered</p> <p>6) In case of any unresolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana only. Further, this contract is subject to laws of India alone.</p>
--	--

*We have read and understood the above tender, terms and conditions in detail and the same are accepted by us.*

Signature of the Tenderer/ Authorised Signatory & date

Name

OFFICE SEAL,

Address

*Note: The bidder/tenderer has to sign & stamp on all pages of tender document and upload the same*

**Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

4. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured. Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.