

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(Govt. of India, Ministry of Health & Family Welfare)  
TEZPUR-784001 (ASSAM)

TENDER DOCUMENT  
(For Electrical Works)

**NAME OF WORK**

Comprehensive Annual Maintenance Contract (CAMC) for  
06 ( Six) numbers of Lifts in the LGBRIMH Campus, Tezpur.

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
**Tezpur**

लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम: पिन: ७८४००१  
**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(Govt. of India, Ministry of Health & Family Welfare)  
Post Box No. 15 :: FAX No. (03712) 233623  
TEZPUR # 784001 # ASSAM

No LGB/PE/581/2018/4441

Dated 27<sup>th</sup> Sept. 2019

**RE-TENDER**

**SHORT NOTICE INVITING TENDER**

Sealed tenders are invited from experience Lift manufacturer/ Firms/ Agencies/ contractors working in the state or central department or Autonomous bodies for the under mentioned works with a validity period of 180 days. Tenders papers may be obtained from the office of the undersigned in any working days from 13/01/2020 to 27/01/2020. Tenders will be received by the undersigned in this office upto 11.00 A.M on 28/01/2020 and to be opened at 11.30 A.M at the office of the Director, LGBRIMH on the same day. In the event of any reason if tender cannot be opened on the stated date, the tenders will be opened on the next day at same time and venue. Tenders document may also be downloaded from the Institute website [www.lgbrimh.gov.in](http://www.lgbrimh.gov.in).

All other terms and conditions will remain unaltered.

Sl no	Name of Work	Estimated Value	Earnest Money,	Time of completion
01	Comprehensive Annual Maintenance Contract (CAMC) for 06 ( Six) numbers of Lifts in the LGBRIMH Campus, Tezpur, Make-KONE	Rs.863878.00	Rs.20000.00	12 months



( Sri M. Barman)  
Project Engineer , (I/c)

Copy to :

1. Notice board, LGBRIMH, Tezpur.
2. The Executive Engineer, APWD (Electrical), Tezpur for information and circulation.
3. Institute Website, LGBRIMH .
4. Office copy.



( Sri M. Barman)  
Project Engineer , (I/c)

**SCOPE OF WORK :** The successful contractor shall provide maintenance service to keep the lifts covered under this contract in good and efficient working condition comprising of replacement of all spares, periodical servicing, break down servicing etc. The contractor shall provide the following service on the rates quoted by him:

- (a) Diagnose the faults and rectify the defect detected within 24 hours.
- (b) Repair/replace the faulty parts etc. within 24 hours.
- (c) Carryout the periodical (once in three months) preventive maintenance.
- (d) All spares, consumable or any other items will be supplied by Bidder.
- (e) Routine inspection, checking and servicing of all units of lift every month. The service report shall be submitted to the Engineering Cell LGBRIMH.

#### **INSTRUCTIONS TO BIDDERS**

- 1) Interested bidders shall be required to submit "Technical Bid" & "Financial Bid" separately in sealed envelopes by super scribing one envelope as "Technical Bid" and the other envelope as "Financial Bid". Both these proposals should be sealed in a Master Envelope superscribing "Comprehensive Annual Maintenance Contract (CAMC) for 06 ( Six) numbers of Lifts in the LGBRIMH Campus, Tezpur." and also indicating thereon:

#### **"TECHNICAL BID"**

- a) Reference No. of the NIT.
- b) Name of the firm with address, Phone & Fax, e-mail. "Technical Bid": Documents to be submitted in the "Technical Bid":- It should contain all the relevant information and desired enclosures along with the
- (c) The entire tender notice in token of acceptance by the contractor of all terms & conditions.
- (d) Trade License.
- (e) GST registration Xerox copy.
- (f) Firm Authorization certificate.
- (g) Certificate of Incorporation/Partnership Deed.
- (h) Proof of office address.
- (i) Valid Manufacturer Licence/Authorization Certificate.
- (j) Proofs of Experience.
- (k) List of organizations where the contractor is currently providing / has provided the CAMC/AMC of similar works along with their performance certificates.
- (l) Accounts details of the firm.
- (m) Earnest Money to be made D.D in favour of Director, LGBRIMH, Tezpur .

#### **"FINANCIAL BID":**

The "Financial Bid" shall contain only the rates offered by the bidders. Format of offering rates against the service is given below: Description of Service Rate Per Unit in Figure (Amount + GST) Rate Per Unit in Words (including GST) Fully Comprehensive Annual Repair & Maintenance of Lift in LGBRIMH, Tezpur

- 1) Tenders submitted without following two bid system procedures as mentioned above will be summarily rejected. Tenderer should not indicate the pricing information in its "Technical Bid".
- 2) All the tender papers should be page numbered and the forwarding letter should include the list of documents submitted with the page number against the each document.
- 3) The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn.

### TERMS & CONDITIONS

#### 1) Pre-Qualification Criteria:

i. Certificate in support of experience for having undertaken the kind of service to be put under CAMC.

ii. Certificates in support of all statutory registrations.

iii. License issued by appropriate authority.

iv. Authorization Certificate / proof of similar kind of work carried out, issued by Original Equipment Manufacturer (OEM)/ in case of other than OEM.

v. Documentary evidence / Certificate of being a vendor of maintenance of lifts. Note: Provide documents in support of the above failing which the authenticity of the information may not be accepted.

2) The term "Maintenance" shall include regular cleaning of Lifts, oiling, cleaning, servicing and replacement of parts and repair of motors, belts etc., and replacement of all faulty parts of lifts during the currency of the contract. In brief, the CAMC is comprehensive and LGBRIMH shall not bear any cost of anything whatsoever after the Lifts units having been handed over to the contractor for maintenance.

3) In case of any breakdown it should be attended within 24 hours from the time of complaint and there is no limit of breakdown calls to be attended during the maintenance period. The contractor has to attend the problem even during holidays / late hours / Sundays for which no additional payment will be paid.

4) Breakdown problem is to be rectified within a maximum period of three days else a penalty of Rs.600/- per day shall be levied and there after the lifts shall be repaired from outside at the risk and expense of the contractor firm.

5) Payment Terms: Quarterly payment on pro-rata basis would be made. CAMC Charges will be paid at end of every quarter of the CAMC period subject to satisfactory performance .

8 The actual number of lifts for which service has been rendered will be considered for making payment for the quarter. The quarterly bill must be enclosed with service reports endorsed by End User Department for all lifts which have been covered under CAMC during the quarter. Bills without service reports will be deemed as incomplete submission and payments will be made only on submission of all service reports. However, no interest is liable to be paid by the LGBRIMH, Tezpur in case of delays, if any, in payment.

6) For any clarification regarding technical details of lifts covered under this contract, the contractor/firm may visit the site during office hours on any working days before the last date of tender submission.

7) The contractor shall be responsible for smooth and satisfactory working of all the lifts to be put under CAMC. Proportionate deductions in addition to the penalty shall be made from the bills of the contractor for the period for which lifts remain out of order.

8) All the machines covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor should use only genuine spare parts with same specifications.

9) The contract will initially be awarded for a period of one year from the date of award and may be extended for two more year on the basis of satisfactory performance of the firm in the first year. The rates quoted will remain in force for the full period of contract including the extended period.

10) The Director reserve the right to reject or accept all tenders in part or in full without assigning any reasons thereof. The acceptance of tender in part will not affect the liability of tender /tenders for the performance of the contract. The Director does not bind itself to accept the lowest tender.

11) Clarification of bid documents by LGBRIMH : To assist in the examination, evaluation and comparison of bids, LGBRIMH may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

12) The contractor shall maintain a reasonable stock of frequently used parts at the worksite for carrying out repair and maintenance works of lifts under CAMC so as to reduce the breakdown period to minimum possible time.

13) The contractor shall abide with all local/municipal/state/central laws and regulations.

14) The service persons should be skilled and well experienced in the repair and maintenance works of the liftscovered under CAMC.

15) Contractor shall in no case can transfer/appoint sub-contractor or care taker to render the services under the Contract. However, services of specialized agencies for specific work can be obtained. If the firm discontinues the services at any time during the period of contract the Successfull didder will black listed for the period of 05 years.

16) After completion of maintenance period, all the lifts under maintenance shall be handed over back to LGBRIMH in the same condition in which they were taken over, normal wear and tear accepted. The cost of shortcomings, if any, shall be borne by the outgoing contractor.

17) All rates must be quoted in Figures and in words in case there is any discrepancy between the rates in figure and words, the rates quoted in words will be considered as correct. Use of whitener is not acceptable.

18) The contractor shall be responsible for any loss or damage caused to any of the lift owing to negligence on his part.

19) Validity of Tender: The tender offers shall remain valid for acceptance for a period of 180 days from the date of opening of Price Bid.

20) The conditions of the bidders shall not be binding on LGBRIMH.

21) Legal Jurisdiction: All disputes shall be subject to Tezpur and Guwahati Jurisdiction only.

22. The contractor shall be responsible to renewal of licence to work lift from office of the Electrical inspector, Assam

#### PAYMENT

23) The Payment will be made every 03 months after Security deduction (10 %), 1/4 amount of tendered value and other Govt. Deductions for the AMC/ CMC after due certification by the engineering department of the Institute . No interest shall be payable by the Institute on SD.

**TECHNICAL BID- CAMC for LIFT , Make- KONE**

<b>S/No</b>	<b>Description</b>	<b>Details of Agency/ To be attached</b>
1	Name of the Agency	
2	Name of the authorized person (who signs on the tender documents)	
3	Address of the Agency	
4	Phone no-	
5	Email address	
6	Mobile no	
7	GST registration Xerox copy.	
8	Valid Manufacturer Licence/Authorization Certificate.	
9	Proofs of Experience.	
10	Accounts details of the firm.	

Signature and Seal of the Bidder

**FINANCIAL Bid - CAMC for LIFT**

**(BILL OF QUANTITIES)**

Name of Work :Comprehensive Annual Maintenance Contract (CAMC) for 06 ( Six) numbers of Lifts in the LGBRIMH Campus, Tezpur.

Sl no	Description	Quantity	Unit	Rates in Rupees (Per Annum)		Amount (in Rupees)
				Figure	Words	
1	2	3	4	5	6	7
1	Comprehensive Annual Repair & Maintenance of Lift in LGBRIMH, Tezpur 680 KG capacity Lift =02 no, 544 KG capacity Lift= 04 no, Make - KONE.	6	Each			
2	Any other extra repairing of defects Lifts before CAMC .	Job				
3	Lift operator	1	Man power			
4	Total Amount					
5	GST%					
6	Grand Total					
7	Total Amount in words: Rupees					

Note: Any mistake, overwriting etc. in mentioning the price should be signed & sealed otherwise will result into cancellation of bid

Date

Place

Full Signature of the Contractor with Seal