

**NATIONAL INSTITUTE FOR EMPOWERMENT OF  
PERSONS**

**WITH MULTIPLE DISABILITIES**

*(Dept. of Empowerment of Persons with Disabilities)*

*(Ministry of Social Justice and Empowerment, Govt of India)*



**ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu**

**Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046**

**Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)**

**NOTICE INVITING e-tender**

**NIT NO: NIEPMD/ESTATE 6(05)/2012-13**

Name of work: **Annual Comprehensive Maintenance of lifts- at NIEPMD Campus,  
Muttukadu, Chennai-112**

Estimated cost: **Rs. 3,57,000.00/-**

**INDEX**

1	Front cover and Index	-
2	Information and Instructions to Contractors for e-tendering	1 to 2
3	General Terms and Conditions	3 to 6
4	Additional Conditions	7 to 8
5	Schedule of Quantities	9

Certified that this e - NIT contains 1 to 8 Pages. (Schedule of Quantity hosted separately)

**The Director, NIEPMD  
Muttukadu, Chennai-112**

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF  
NIT AND TO BE POSTED ON WEBSITE**

(Applicable for inviting tenders on single bid system)

The **Director NIEPMD, chennai** on behalf chairman, Executive council of Dept. of Empowerment of Persons with Disabilities, MSJ & E, GOI invites online Item rate tender from the **Original Equipment Manufacturer / Authorized dealers of M/s Johnson Lifts** in **single bid system**:

S.No.	Particulars	Particulars
1	NIT No.	<b>NIEPMD/ESTATE 6(05)/2012-13</b>
2	Name of work & Location	<b>Annual Comprehensive Maintenance of lifts 5 nos NIEPMD Campus, Muttukadu, Chennai-112.</b>
3	Estimated cost put to tender (In Rs.)	<b>Rs. 3,57,000.00</b>
4	Earnest money (In Rs.)	<b>Rs. 7140.00</b>
5	Period of Completion	<b>Twelve Months</b>
6	Last date & time of online submission of eligibility criteria, and Financial bids	<b>Up to 15:00 Hrs. on 28.02.2017</b>
7	Time & date of opening of eligibility bid.	<b>15:30 Hrs. on 28.02.2017 (online)</b>

1. The intending bidder must read the terms and conditions carefully, He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.
2. Information and instructions for bidders posted on website shall form part of bid document.
3. The bid documents consisting scope of work, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in)
4. The agency shall deposit EMD amount Rs. 7140.00/- (Rs. Seven thousand one hundred and forty only) and tender fee Rs.1, 000 (one thousand only) should be paid online through NEFT/RTGS in NIEPMD account and payment receipt to be uploaded (EMD and tender fee) with the Bid. Without EMD and tender fee shall not be consider for further evaluation.

NIEPMD Bank details are here under.

**A/C No.761297290**

**Type of Account: Saving Bank**

**Name of the bank: Indian Bank, Kovalam branch**

**IFS code: IDIB000K122**

**Branch code: 01176**

**Note:** please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS/NEFT. In the event of funds

remitted to wrong beneficiary account number, NIEPMD, Chennai or its bank would not responsible for the same.

2

5. Those contractor not registered in the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the site.
6. The intending bidder must have valid digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
8. Contractor can upload documents in the form of JPG format and PDF format.
9. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears the if any cell is left blank the same shall be treated as "0"  
Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (Zero)
10. The eligibility bid shall be opened first on due date and time mentioned above. The time and date of opening of the financial bid of contractors qualifying in the eligibility bid shall be communicated to them at a later date.
11. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

**List of documents to be scanned and uploaded with in the period of bid submission:-**

- i. OEM / OEM Authorized / CPWD Enlistment copy
- ii. Certificate of Registration for Sales Tax/VAT
- iii. Certificate of Registration for service Tax
- iv. Receipt of EMD and Tender fee payment copy
- v. Copy of Reg of EPFO / ESIC and BOCW as Applicable

### General term and Conditions

1. The work is estimated to cost **Rs. 3,57,000**/Estimate, however, is given merely as a rough guide.

1.1 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids. For composite bid, besides indicating the combined estimated cost put to bid, should clearly indicate the estimated cost of each component separately. The eligibility of bidders will correspond to the combined estimated cost of different components put to bid.

1.2 Intending bidders is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:-

#### Criteria of eligibility for submission of bid documents

The agency other than original equipment manufacturer (OEM) should have registration with CPWD Class I/ Group A Contractor of respective discipline such as Electrical and associated works

**1.3 To become eligible for submission of bid, CPWD as well as non-CPWD contractors shall have to furnish an affidavit as under:-**

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in NIEPMD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid)

**1.4** When bids are invited from non CPWD contractors it will be mandatory for non CPWD contractors to upload the work experience certificate(s) and the affidavit as per the provisions of clause 1.3

But for such bids, eligible contractors of CPWD are eligible to submit the bids without submission of work experience certificate and affidavit. Therefore, eligible CPWD contractors shall upload two separate letters for experience certificate and affidavit that these documents are not required to be submitted by them. Uploading of these two letters is mandatory otherwise system will not clear mandatory fields.

2. The time allowed for carrying out the work will be **Twelve Months further it will be extended for another twelve months** from the date of start as defined in schedule or

from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.

4

4. The site for the work is available.
5. The bid document consisting of scope of work, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website [www.eprocure.gov.in](http://www.eprocure.gov.in)
6. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
7. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
8. When bids are invited in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
9. Interested contractor who wish to participate in the bid has also to make following payments as per serial No:4 and page no:- 1(Information to the contractor) in the form of Demand Draft/Pay order or Banker`s Cheque of any Scheduled Bank and to be scanned and uploaded to the e- Tendering website within the period of bid submission:
10. The bid submitted shall become invalid and cost of bid & e-Tender processing fee shall not be refunded if:
  - (i) The bidders is found ineligible.
  - (ii) The bidders does not upload all the documents (including service tax registration/ VAT registration/ Sales Tax Registration/EPFO/ESI) as stipulated in the bid Document.
  - (iii) If any discrepancy is noticed between the documents as uploaded at the time of Submission of bid and hard copies as submitted physically by the lowest tenderer In the office of tender opening authority.
11. The contractor whose bid is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the bided amount within the period specified in Schedule. This guarantee or Deposit at Call receipt of any scheduled bank/Banker`s cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any Scheduled Bank of any scheduled bank (in case guarantee amount is less than Rs. 1, 00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period ` as indicated in Schedule, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the afore said PG. **The Contractor whose bid is accepted will also be**

**required to furnish either copy of applicable licenses / Registrations or proof of applying for obtaining labour**

**5**

**Licenses, registration with EPFO, ESIC and BOCW welfare board and program chart (Time and Progress) with in the period specified in Schedule.**

12. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidders implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
13. The competent authority on behalf chairman, Executive council of Dept. of Empowerment of Persons with Disabilities, MSJ & E ,GOI does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
15. The competent authority on behalf Executive council of Dept. of Empowerment of Persons with Disabilities MSJ&E, GOI reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
16. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
17. The bid for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of financial bid, if any bidders withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any

modifications in the terms and conditions of the bid which are not acceptable to the department, then the Government shall, without prejudice to any other right or

6

remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.

18. This notice inviting Bid shall form a part of the contract document. The successful bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
  - 18.1 The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

**ADDITIONAL CONDITIONS**

**Scope of work: - Comprehensive Annual Maintenance Contract shall be covering repair or replacement of all Major & Minor spare parts including relays, contact, printed circuit board, controllers, drives, motors, breakers (after NIEPMD side main power supply i.e lift side) sensors, switches, single phase presenter & phase reversal , indicators, alarm, lift side cables (lift side) rope, brakes automatic rescue service including providing new battery including all the mechanical components and excluding mirror, hoist way lights and switches.**

1. The work shall be carried out in accordance with the CPWD General Specification for electrical works (General Specifications for Electrical Works (Part-III-LIFTS & Escalators) - 2003) as amended up to date. The installation shall comply with the requirements of Indian Electricity Rules 1956 as amended up to date.
2. Approval of the Engineer-in-Charge shall be taken well in advance for the materials to be replaced in the lifts by the contractor.
3. All repairs and patch work shall be neatly carried out to match with the original finish and to the entire satisfaction of Engineer-in-Charge. Any damage done to the building during the execution of electrical Maintenance work shall be the responsibility of the electrical contractor and the same will be made good immediately at his own cost to the satisfaction of the Engineer-in-Charge. Any expenditure incurred by the department in this connection shall be recovered from the contractor and decision of the Engineer-in-Charge about recovery shall be final.
4. The contractor has to make his own arrangement at his own cost for all the general and special T&P required on the work.
5. Service tax paid if any for the above work will be reimbursed after production of documentary proof.
6. Work contract tax 5%, IT 2% and LWF 1% as applicable shall be deducted from the amount payable to the contractor.
7. All servicing shall be done with the knowledge of the Engineer-in-charge.
8. Service of the lifts shall be done once in a month.
9. The firms representative shall sign the lift log –book maintained by the department.



10. Service bills will be paid once in three months periodically in the department bill form. Security deposit will be deducted at the prescribed rates from the bills.
11. Breakdown calls should normally be responded to within reasonable period. If any breakdown call remains unattended for a period exceeding 24 hours, prorated recovery shall be made from the AMC charges payable to the firms for the no of days the lift remained unattended.
12. The comprehensive maintenance liability shall cover all materials which were supplied and installed by the agency as part of original contract without any exclusion **(except ARD and Emergency Battery)**.
13. Components of the lift shall be checked as per the detailed lift maintenance schedule for monthly operation, quarterly operation etc.,
14. Annual safety test shall be carried out once in a year.

**/CONTRACTOR/**

**The Director, NIEPMD  
Muttukadu, Chennai-112**



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS  
WITH MULTIPLE DISABILITIES**

**(Dept. of Empowerment of Persons with Disabilities)**

**(Ministry of Social Justice and Empowerment, Govt of India)**

**ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu**

**Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046**

**Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com**

**NIT No:-NIEPMD/ESTATE 6(05)/2012-13**

**Name of work : Annual Comprehensive Maintenance of lifts.**

**SCHEDULE- A**

<b>Name of the Contractor/Firm</b>					
<b>S.No</b>	<b>Description of Items</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate in Figure</b>	<b>Amount</b>
1	Annual Comprehensive Maintenance and servicing of following 3 Nos 13 passenger Lifts (884 KG), G+3 Floors with SSCC control for the period from 01.03.2017 to 28.02.2018. 1.LiftNo-LD8478 2.LiftNo-LD8479 3.LiftNo-LD8480 <b>Lift Make - Johnson Lifts</b>	12	Months		
2	Annual Comprehensive Maintenance and servicing of following 2 Nos Passenger Lifts (884 KG) , G+2 Floors with SSCC Control for the period from 01.03.2017to28.02.2018. 1.LiftNo-LD8476 2.LiftNo-LD8477 <b>Lift Make - Johnson Lifts</b>	12	Months		
<b>Total Rs.</b>					<b>0.00</b>

**Contractor**

**The Director, NIEPMD  
Muttukadu, Chennai-112**