



NIT No.: 25/2019(Pur-Kol)



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA**

(A Statutory Body governed by the NIFT Act 2006 &  
set up by Ministry of Textiles, Govt. of India)

**TENDER**

**For**

**“Comprehensive AMC of Elevator/LIFT”**

**Tender No.: 25/2019(Pur-Kol)**

Date of publication of tender notification	26/11/2019
Sale of tender document commence from	26/11/2019
Last date for Sale of tender document	18/12/2019 up to 12.00 Noon
Last date for receipt of duly filled in tenders	18/12/2019 up to 2.00 pm
Date and Time of the opening tenders	18/12/2019 at 3.00 pm

**Opening Date and Time of Financial Bidding:** will be notified to the short listed bidders only

**PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India.

**Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.**

**2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.**

**(A) TENDER NOTICE**

NIFT, Kolkata invites sealed quotations for Comprehensive Annual Maintenance Contract(AMC) of Elevator for Kolkata Centre from eligible reputed Firms/Agencies with at least 03 (Three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organisations. Tender Document may be downloaded from NIFT website 'www.nift.ac.in/kolkata'.

The quotation should be addressed to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Sector-III, PLOT-3B, Salt Lake City, Kolkata- 700106. Bidders are requested to seal & sign on all the pages of the tender document and attachments and also seal the envelopes. The Technical



NIT No.: 25/2019(Pur-Kol)

Bid & the Financial bid should be sealed by the bidder in separate covers duly superscribed with "Tender for Comprehensive AMC of Elevator/LIFT-Technical Bid" and "Tender for Comprehensive AMC of Elevator-Financial Bid" respectively and both these sealed covers should be placed in another cover which should also be sealed & duly superscribed with **"Tender for Comprehensive AMC of Elevator/LIFT (NIT No. 25/2019 (Pur-Kol))"**. The tender may be sent or dropped in the Tender Box kept at the said address as per schedule. The Technical bids will be opened as per the schedule during which tenderer or its authorised representative(s) may remain present.

**A) SCOPE OF SERVICE/WORK:**

Details of Elevator/LIFT

**Number of Elevator: 02**

(A) Make: KONE

Capacity: 2000 kg (30 person) G+2

LIFT no.: 17393

(B) Make: Johnson

Capacity: 884 kg (13 person) G+2

LIFT no.: L-F7170

Installed at NIFT Campus

- a. Reasonable care and precaution should be taken to keep the elevator safe for use and in good working condition. You shall depute trained Technical Staff/Service Engineer to carry out the maintenance work.
  - b. All customary annual safety tests should be carried out to examine all safety devices.
  - c. The AMC is of comprehensive type. Any component/spares of the elevator becomes defective shall be replaced free of cost except the following:
    - i. Elevator car enclosure.
    - ii. Elevator car and landing door panels/gate. (Door panels/gate without sensor and other allied control circuits etc.)
  - iii. Incoming Electrical wiring up to main switches in the machine room.
  - iv. Decorative items including mirror and hand rail.
  - v. Bulbs (including indicator bulbs, fluorescent tubes and alarm bell/buzzer).
- d. Note: Components/Spare parts, viz. Cabin Fan, Lights, UPS with Battery landing of emergency cases etc. are included in the AMC for repairing/replacement.

**1. SPARE PARTS REPLACEMENT**

- a. Faulty parts that needs replacement are to be replaced with the same specification and same make; if the part of same specification and make is not available it is to be replaced with spars/parts of higher specifications/configuration and/or make/brand agreed by NIFT. The replaced spare parts should be new and at par with the faulty parts.
- b. The rate of all the required materials as additional item/work to be mentioned as fixed rate throughout the AMC period.

**2. UP-TIME**

- a. Response time for maintenance works covered under AMC will be maximum 4 hours.
- b. Any number of breakdowns should be attended by the contractor during the AMC period.
- c. The minimum up time shall be within 24 Hrs.

3. There will be twelve routine services in a year (i.e., once in every month)



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

### **B) TERMS AND CONDITIONS**

1. Please read the terms and conditions carefully before submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional tender will not be accepted or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended /renewed for further periods subject to satisfactory service.
4. The agency/bidder must have valid Licence for running of Elevator/LIFT and also for servicing of LIFT etc. from local Govt. as per Government Rules, Regulations/Guidelines for the same.
5. The agency/tenderer should have at least three years of relevant experience in executing/rendering such services.
6. The contract for Comprehensive AMC for Elevator/LIFT shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.
7. Tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
8. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.20,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned with 60 days of opening of the tender. However, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
  - a. If information declared/document submitted found false/fake/forged
  - b. If the selected/successful bidder does not accept the W.O. or unable to provide services
  - c. If the bidder withdraws his bid/quote
9. The successful tenderer shall be required to deposit **Security Money of 10%** of the AMC value within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.
10. The average minimum annual turnover of the tenderer for the last two years should not be less than **Rs.10 Lakh** per year which should be substantiated by Trading PL/ IT Returns/Audit report.
11. All the DD(s) are to be submitted along with the Technical Bid only. All bidders should mention their company name and tender/NIT no. at the back of the DD(s).
12. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein; otherwise, the tender is liable to be rejected.
13. The quote/rates should be valid at least 3 months from the date of opening of the tender; however, in case of the successful tenderer the quote/rate shall be valid for the entire period of contract. Statutory rates (GST, etc.) as revised by the Govt. from time to time will be considered.



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

14. The AMC is of Comprehensive type, i.e. inclusive of all spares/parts etc.
15. All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made to him at any time during the contract period. NIFT will in no way be responsible for any default with regard to any statutory obligation.
16. The quotes should be valid for at least 3 months from the date of opening of the tender and if tenderer withdraws during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract.
17. The Successful Bidder should depute competent service engineer(s) for trouble shooting and maintenance as and when required. In emergency/urgent/unavoidable circumstance the contractor may be required to provide the service on Saturday/Sunday/holidays also, which will be communicated accordingly.
18. No payment shall be made in advance. Payment will be made quarterly in arrear basis against bill in triplicate and based on satisfactory certification by the concerned NIFT official(s), Kolkata. Penalty may be imposed on the bill amount due to unsatisfactory service. Generally the penalty amount will be 5-10% of the bill amount; however, the same may vary based on the level of performance which may be decided by the NIFT authority and decision of NIFT in this regard will be final & binding on the contractor.
19. In case of failure to resolve any problem or unable to render service/support within the stipulated time, NIFT reserves the right to get the work done from any other source(s) and expenditure to this effect will be borne by the agency/service provider, either the amount will be deducted from the Bill amount and/or from the security deposit and/or the agency/contractor will pay the same.
20. The number of items/systems mentioned in **Annexure "IV"** for which AMC is being done is final.
21. If the contractor is responsible for any loss or damage to Institute's moveable or immovable property due to the conduct of the contractor's staff, the same shall be made good by the contractor at his own cost.
22. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing the AMC.
23. In case of L-I is more than one, the selection criteria [viz. the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding on all the tenderers.
24. Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.
25. Even after qualifying in the technical bid, the financial bid may be rejected if found not in order.
26. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said AMC of Elevator/LIFT.
27. The Contractor shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

28. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (Ph. 033-23357546/7342) before submission of bid; no extra amount shall be payable for lack of knowledge of the site conditions/items and constraints, if any.

28A. During inspection any additional cost for any additional requirement, if needed should be included/mentioned at the time of submission of quotation otherwise no claim would be entertained after opening the bids.

29. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such cases, will be treated as cancelled before its expiry. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.

30. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.

31. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may contact (Ph. 033-23357546/7342) in this regard in between 9.00 am to 5.30 pm on any working day with prior appointment. However, NIFT will not entertain or clarify any such query during post bid.

32. All disputes are subject to Kolkata Jurisdiction only.

***NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.***



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

### Annexure- I

#### TENDERER TO FILL UP THIS PAGE

1.
  - a. Name of the tenderer/organization .....
  - b. Name of the proprietor/partners.....
  - c. Date of Establishment: .....
  - d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

2. a. Address (Office):

- b. Telephone/Phone No.
- c. Email ID

3. List of reputed clients:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any

4. Furnish copies of the following documents: [Please ✓ ]

- i. Trade License
- ii. PAN Registration
- iii. GST Registration
- iv. ITR (AY 17-18, 18-19)

5. DD [enclosed] details:

i. DD no.\_\_\_\_\_, dtd.\_\_\_\_\_, amt.\_\_\_\_\_, bank\_\_\_\_\_ [EMD]

1. Tenderer should submit the entire set of tender papers duly signed while dropping the tender.
2. Additional paper(s) to furnish the above information may be used.

Signatures of the tenderer with date & seal



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

### **ANNEXURE-II**

#### **TECHNICAL BID** *for* Comprehensive AMC of Elevator

<b><u>Sl.</u></b>	<b><u>Particulars</u></b>	<b><u>Mention 'Yes' or 'No'</u></b>
01	Whether <b>Demand Draft of Rs.20,000/-</b> in favour of NIFT, KOLKATA is enclosed as EMD (to be submitted with the Technical Bid).	
02	Whether capable and agreed to submit <b>Security deposit of 10%</b> of AMC value.	
03	Whether document in support of having minimum 03 (Three) years experience in executing of similar kind of works alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/ organisations) where the Tenderer is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License for this kind of jobs submitted	
05	Whether Licence for running LIFT/Elevator submitted.	
06	Whether copy of PAN submitted	
07	Whether copy of GST Registration submitted	
08	Whether average minimum Annual turnover is Rs.10 Lakh during the last two years [i.e. <u>Financial Year</u> : 2016-2017 & 2017-2018] [Please attach relevant documents, viz. Trading, PL & Balance Sheet (audit report from authorized chartered Accountant), etc. as a proof]	
09	Whether Copy of Income Tax Return for last 2 (two) years submitted ( <u>Assessment Year</u> : 2017-18 & 2018-19)	
10	Whether agreed to abide by all the terms & conditions of this tender	
11	Whether all DDs, Annexure-I, II & III duly filled has been submitted with "Technical Bid" and Annexure-IV duly filled has been submitted with "Financial Bid"	

***All above enclosures must be valid***



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

### **ANNEXURE-III**

### **UNDERTAKING**

I/We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

**Date:**

**(Signature with full name, Designation &  
Seal of the Tenderer)**





राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 25/2019(Pur-Kol)

**ANNEXURE-IV**

**FINANCIAL BID**  
*for*  
Comprehensive AMC of Elevator/Lift

Sl. No.	Particulars	Capacity	Qty.	Basic (Rs.)	GST (%)	AMC Charge (For One Year) Total
1	<b>Elevator</b> Make: KONE LIFT no.: 17393 Installation at 2004	2000 kg (G+2)	01			
2	<b>Elevator</b> Make: Johnson LIFT no.: L-F7170 Installation at 2014	884 Kg (G+2)	01			

Date:.....

Place:.....

.....  
Signature of Tenderer

Address: .....

Phone No. ....