

**CSIR- INDIAN INSTITUTE OF CHEMICAL
BIOLOGY, KOLKATA - 700 032**

TENDER

FOR

**Comprehensive Annual Maintenance Contract for Five (5) Nos.
of OTIS make Lift / Elevators at CSIR-IICB, Jadavpur & Salt Lake
Campus, Kolkata.**

JUNE 2017



TENDER NO. ADMN. 26(70)/2017

ENGINEERING SERVICE UNIT

Signature of Tenderer with Seal

CSIR – INDIAN INSTITUTE OF CHEMICAL BIOLOGY
4, RAJA S. C. MULLICK ROAD, JADAVPUR, KOLKATA – 700032.

Name of Work : Comprehensive Annual Maintenance Contract for five (5) five nos. of OTIS make Lift / Elevators at CSIR-IICB, Jadavpur & Salt Lake Campus, Kolkata.

Tender No. : Admn.26(70)/2017

Date : **28.07.2017**

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(***) Top of the tender page of web-site

NOTE:

Tenderer should confirm that they have downloaded (iicb.res.in/tender.html) all the above papers. All the downloaded documents are to be submitted duly signed by the tenderer while submitting his offer.

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SHORT TENDER NOTICE

Tender No. : **Admn.26(70) / 2017**

Date: **28.07.2017**

Tender are being invited in two envelope system from eligible contractors for Comprehensive Annual Maintenance Contract for five (5) five nos. of OTIS make Lift / Elevators at CSIR-IICB, Jadavpur & Salt Lake Campus, Kolkata.

1. Name of work : Comprehensive Annual Maintenance Contract for five (5) nos. of OTIS make Lift / Elevators at CSIR-IICB Jadavpur & Salt Lake Campus, Kolkata.
2. Tender No. **Admn. 26(70) / 2017**
3. Estimated Cost : Rs.2,80,000/= (Rupees Two Lakh Eighty Thousand Only)
4. Contract Period : **12 (Twelve Months)** may be extended up to two years.
5. Cost of Tender : Rs.500.00 (Rupees Five Hundred Only)
6. EMD : Rs.5,600.00 (Rupees Five Thousand Six Hundred Only)
7. Availability of tender at web-site : Up to **13/08/2017**
8. Last date & time of submission : **14/08/2017** up to 3.00 P.M
9. Date & Time of opening of : **14/08/2017** at 3.30 P.M
technical bids

Executive Engineer
Lab. Supervision A.C.Section

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Tender No. Admn.26(70)/2017

Date: **28.07.2017**

NOTICE INVITING TENDER

Sealed tenders in two envelope systems (Envelope-I for Technical Bids with two draft, one as EMD and other for cost of tender and Envelope-II for price Bid) are invited from following works from experienced, reputed and capable **Original Equipment Manufacturers (OEM) of OTIS make Lift / Elevator or their authorized service provider/ authorized agency** for “Comprehensive Annual Maintenance Contract for five (5) five nos. of OTIS make Lift / Elevators” at CSIR-IICB, Jadavpur & Salt Lake Campus, Kolkata and who fulfil the others eligibility of criteria. The eligible contractors who have worked for CPWD, Railways, Post & Telegraph Dept, MES, State PWDs, others government departments or semi government Organizations or CSIR or its laboratories / Institutes and have successfully carried out similar works or provided services towards maintenance and upkeep of OTIS Lift / Elevators in any Research Institute, Higher Academic institute , Hospital, medical Institute or office Building.

Eligibility of Criteria:

The eligible contractors may submit their bid along with supporting documents of fulfilling the above conditions

- 1) **Participating bidder must be OEM of OTIS make Lift / Elevator or their authorised service provider of authorised service agency who have valid current authorisation certificate from OEM Vendor.**
- 2) **Experience: Should have satisfactorily completed Maintenance and upkeep of OTIS make Lift / Elevator and associated systems works of value(s) as under. Joint ventures are not accepted.**

Three completed works each costing Rs. 1.12 Lakh or above

or

Two completed works each costing Rs. 1.68 Lakh or above

or

One completed work costing Rs.2.24 Lakh or above.

- 3) **Statutory Requirements:** Should have EPF, ESI, Trade License, Service Tax, Professional Tax Enrolment Certificate with current Professional Tax payment challan, Sales Tax/VAT Registration Certificate with last quarter return upto **March 2017**, PAN/TAN number with the appropriate Authorities.

The tenderers are required to produce proof of fulfilling these conditions with covering letter of the firm in a sealed envelope along with the tender to determine Eligibility for the work.

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1. Estimated cost is Rs.2,80,000.00 (Rupees Two Lakh Eighty Thousand only). This estimated cost however is given merely as a rough guide only.

2. Time for carrying out the work will be as per schedule and the date of commencement shall be reckoned from the tenth day of issue of award letter.

3. Complete contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the CSIR-IICB website www.iicb.res.in.

4. Tenders should be on the specified form (Non transferable) which is available at the CSIR-IICB website www.iicb.res.in/tender.html/ from 02/08/2017 to 13/08/2017 up to 5.30 P.M. Interested contracts may download and take a print of all documents for filling up and submission. The Cost of Tender amounting to Rs. 500.00 (Rupees Five Hundred only) (Non – refundable) as Demand Draft or Pay Order of a scheduled bank drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata should accompany the tender. Tender received without cost of tender will be invalid and summarily rejected.

5. (I) Tenders should be submitted in double sealed covers superscribed with the name of work, date and time of opening written both on the inner & outer envelopes.

(II) Eligibility documents and Financial Offers should be given separately in **two** sealed envelopes each marked with “**ELIGIBILITY DOCUMENTS - Envelope-1**” and “**FINANCIAL OFFER - Envelope-2**” respectively in the following manner :

(a) **Envelope-1** marked as ‘**ELIGIBILITY DOCUMENTS**’ should contain two separate sub-envelopes to be marked as **Cover-A** and **Cover-B**:

Cover-A should contain the following:

(i) **Earnest Money Deposit** of Rs. 5,600.00 (Rupees Five Thousand Six hundred only) as Demand Draft or Pay Order of a schedule bank and drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata

Cover-B should contain the following :

i. Cost of Tender of **Rs.500.00** (Rupees five hundred only) (Non-refundable) as Demand Draft or Pay Order of a scheduled bank drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata

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ii. Letter of Transmittal (Annexure-I)

iii. Technical Details (Eligibility Criteria) with specified supporting documents as per Notice Inviting Tender.

(b) Envelope-2 marked as 'FINANCIAL OFFER' should contain tender documents along with price bid.

(III) Both the envelopes shall be submitted together in another sealed envelope.

Please note carefully that Financial Offer should not be submitted in Envelope-1.

(IV) They will be received **up to 3.00 P.M on 14/08/2017** and will be opened at **3.30 P.M** on the same day at **Room no. 50**, Works & Service Section in the office of Head (ESU). Tender should be dropped in the tender box kept in **Room no. 50**, Works & Service Section in the office of Head (ESU) before the closing date and time indicated. In case these are sent by post, these should be sent by Regd.post/speed post addressed to the **Director, CSIR- Indian Institute of Chemical Biology, 4 Raja S.C.Mullick Road, Kolkata – 700 032** . Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.

(V) The envelope marked as 'Eligibility Documents' shall be opened at the same day. The time and date of opening of Financial Offer of only the qualified tenderers shall be opened at the notified time, date and place in the presence of the tenderers preferably within a month.

(VI) Before submission of tender, the bidders should visit the site at CSIR-IICB, Jadavpur campus, Kolkata-700032 during office hours of any working days (Monday to Friday) and clear all their queries, if any, from the Engineer.

6. The Earnest Money amounting to Rs. 5,600.00 (Rupees Five Thousand Six Hundred only) as Demand Draft or Pay Order of a schedule bank and drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata should be accompanied with the tender. Tenders received without earnest money will be invalid and summarily rejected.

7. The Employer reserves the right to accept or to reject any tender, to annul the process and reject all tenders at any time without assigning any reason or incurring any liability to the tenderers. The Employer also reserves the right 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.

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The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

The Employer also reserves the right, without being liable for any damages or obligation to inform the tenderer, to:

- (a) Amend the scope and value of contract to the tenderer
- (a) Reject any or all the applications without assigning any reason.

8. Canvassing in connection with the tenders is prohibited and the tenders submitted by contractor who resort to canvassing are liable for rejection.

9. The tenderer shall not be permitted to tender for work in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and junior Engineer, (both inclusive). He shall also intimate the names of person who are working with him in any capacity of subsequently employed by him and who are relatives as mentioned above.

NOTE : a person shall be deemed to be a relative of another if, and only if, (a) they are members of Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner. Father, Mother (include Step mother), son (include step son), Sons wife. Daughter (include step daughter), Father, Son's son, Son's son wife, Son's daughter, son's Daughter's husband, Brother (include step brother), wife, Sister (include step sister). Sister's husband.

10. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

11. The tenderer shall quote rate both in figures and words. He shall also workout the amount for each item of work and write in both figure and words. On check if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:

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(i) When there is difference between the rates in figure and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.

(ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.

(iii) When the rate quoted by the tenderer in figure and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

12. The tenderer should see drawings, site conditions and consider scope of works & time of completion and in case of doubt, obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.

13. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installation of tools and plant (T & P) etc., condition affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstance.

14. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award.

15. Tenderer should quote all inclusive price, i.e. including all applicable taxes.

16. Except writing rates and amount the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenderers. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

17. Some of the provisions of General Conditions of contract are given below. Interpretation however shall be as given in the General Conditions of Contract:

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a) Defects Liability Period :- Twelve months from the date of completion as certified by the Employer.

b) Minimum Value of Work for the intermediate Certified :- Rs. NIL intermediate certificate for a lesser amount can be admitted for payment only at the discretion of the Engineer.

c) Security Deposit :- A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit 5% of the tenderer value of work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as performance Security within the period prescribed for commencement of work in the letter of award issued to him.

d) Compensation :- Contractor shall pay as-compensation and amount equal to one percent or such smaller amount as the Employer (whose decision in the writing shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains uncommenced or unfurnished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

18. Schedule showing approximate quantity of materials to be supplied by the contractor for stock maintenance.

NOTE:- The Tenderer shall ensure that particulars in the above form are filled in by the engineer before he submits the tender.

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Tender No. Admn.26(70)/2017

Date: 00.00.2016

Scope of Works

1.0 Scope of work:-

Providing **Comprehensive Annual Maintenance services** of **05 (five) nos.** of OTIS make lifts installed at CSIR-IICB Jadavpur & Salt Lake campus.

The broad objectives of the maintenance services for electro – mechanical equipments are to ensure the equipment (lifts) installed at CSIR-IICB Jadavpur & Salt Lake campus, always functional and maintained to achieve optimum life and safety. To ensure safety of the personnel, required measures are to be taken and consistently maintained for efficient operations.

The scope of works for which bids have been invited will broadly be as per spectrum of services detailed in this document (please see Clause-3 of this section).

However, bidders are advised to personally visit the site and assess the actual quantum of work before submission of bids.

1.1 Building infrastructure details:

CSIR-IICB jadavpur campus area is 3.82 acre. The complex is a four storied building with part of three storied block, mainly used for laboratories & office. Approximately 700 people at a time would occupy and work in this complex. The office timing are from Monday to Friday from 0900 hrs to 1800 hrs.

CSIR-IICB Salt lake campus area is 3.99 acre. The main Research block is a four storied building with part of three storied block, mainly used for laboratories & office. Approximately 100 people at a time would occupy and work in this complex. The office timing are from Monday to Friday from 0900 hrs to 1800 hrs. and guest house building is four storied building with part of three storied block, mainly used for guest. Approximately 30 people at a time would occupy and work in this complex with 24X7.

However, the contractor will ensure their service under the scope of work are available as and when required at no extra cost to CSIR-IICB. Installation will have to be maintained functional at all time for which necessary maintenance works or rectification works should be schedule accordingly without hindrance to functional aspects of office services and nothing extra shall be paid.

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2.0 Contract period:-

2.1 The successful bidder will be awarded the work initially for 1(One) year from the date of commencement of work. The contract may be renewed maximum up to 2(Two) years if the service provider are found to be satisfactory.

2.2 If the Contractor commits default in commencing the work as per issuance of written orders to commence the work, CSIR-IICB shall, without prejudice to any other right or remedy available in law, be at liberty to deduct the AMC charges proportionally.

2.3 The successful bidder must familiarize himself fully with the installed Lifts and corresponding arrangements in the buildings (at no extra cost to CSIR-IICB) before signing the AMC agreement.

2.4 CSIR-IICB reserves the right to rescind the contract agreement at any time by giving 1(One) month's notice if the services of the contractor are not found satisfactory or not up to the standards OR at any stage, if it is found that bidder has secured the contract through fraudulent means, documents, information based on which the bid of the successful bidder has been accepted or non-fulfilment of any other obligation on the part of the contractor as per provision of tender/contract. The decision of CSIR-IICB in respect of above will be final in this regard **(please see clause 4 of section 3-conditions of contract).**

3.0 Spectrum of services:-

Electro Mechanical Equipments for which Maintenance Services are needed are detailed at Clause 3.1 below. However, this list is only indicative and under each item, any other services which may be relevant and necessary shall be provided by the contractor. Bidder would assess the actual quantum of work by visiting the site and bid accordingly. **The contractor, apart from executing the scope of services detailed hereunder shall also arrange required clearances, licenses renewal / sanctions etc. on behalf of CSIR-IICB from various Govt. Departments. However, Govt. Fee if any shall be born by CSIR-IICB.**

3.1 Building Elevator (Lift)

All the electro mechanical services of the office complex are to be maintained as per the requirement of CSIR-IICB. The requirement will broadly be to keep the equipments in good and efficient working condition at all the time, follow the preventive maintenance and periodical overhaul schedule & procedures as listed in the manuals / literature of the OEM, ensure safety of the equipment and personnel using it. Brief descriptions of the equipments are as under:

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- 1) Passenger lift “10 passengers” of OTIS make -- **01 nos.** at CSIR-IICB Salt Lake campus at **Research block**
- 2) Passenger lift “13 passengers” lift of OTIS make -- **01 no.** at CSIR-IICB Salt Lake campus at **Research block**
- 3) Passenger lifts “10 passengers” of OTIS make -- **01 no.** at CSIR-IICB Salt Lake campus at **guest house.**
- 4) Passenger lift “8 passengers” of OTIS make -- **01 no.** at CSIR-IICB Jadavpur campus
- 5) Goods lift of OTIS make -- **01 no.** at CSIR-IICB Jadavpur campus

Speed 1 mps, Automatic doors stainless steel cabin along with microprocessor control panel etc. with ARD system with battery backup for emergency landing (except goods lift).

The aforesaid equipments have been installed at CSIR-IICB Jadavpur & Salt Lake campus. The Service provider shall perform preventive maintenance (monthly / quarterly) and corrective maintenance to the equipments mentioned above and its accessories as per service manual of the OEM. The service provider shall regular examine elevator equipments and provide gear oil, lubricants, grease, break shoe, push buttons of car and landing etc. required for proper maintenance of the lifts / elevators.

Note: The items mentioned above are just indicative. However, the contractor has to repair / replace items which are absolutely required for operation & maintenance of equipments in working condition under their scope, beyond they may obtained necessary approval from competent authority of CSIR-IICB before repairing to make good to service the equipments.

4.0 The contractor shall attend to any maintenance problems and rectify the defects within the time limit set against different classification of rectification work as stipulated below:

a) Minor/Medium rectification works- within **3 hours** of notification to the contractor by CSIR-IICB such as, but not limited to,

- i. Repair / replacement of switches sockets plugs misc. electrical / mechanical faults, misc. repair/rectification works including cleaning of contacts, contact points, earthing points & filters etc.
- ii. Replacement of eyelets, socket, lugs & gaskets etc. in panels or motors.

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b) Major rectification works/capital repair- within **72 hours** of notification to the contractor by CSIR-IICB such as but not limited to Transformer and replacement of certain non-stocked spare parts (not locally available in Kolkata etc.) which require the justification for 72 hours work schedule.

In case of any doubt in classification of rectification work, contractor can give technical justification and ask for extra time for approval of Engineer in charge who will have power to grant such extra time/change the classification of rectification work depending upon the correct technical justification and a reasonability of time scheduling for such extension/change of classification of a particular rectification work.

a) In case the contractor fails to rectify the defect(s) after handing over assets installed in CSIR-IICB in time limit mentioned in clause-4.0 CSIR-IICB reserves the right to get the defect(s) rectified at risk and cost of the contractor without further notice and will charge **20%** extra on the actual expenditure incurred (material, manpower, machinery etc.) from the quarterly bills of the contractor.

b) In case of un serviceability / dysfunction of the equipment for a period longer than as stated at 4.0 above Penalty as detailed below shall also be imposed on the contractor and the amount will be recovered from their respective monthly/quarterly bills.

Period	Penalty	Remarks
4 to 7 consecutive days in a plant.	@ 25% of respective monthly/quarterly bill.	In case the period is repeated in the same month, penalty will be worked out on pro-rata basis.
8 to 15 consecutive days in a plant.	@ 50% of respective monthly/quarterly bill.	
More than 15 days.	@100%of respective monthly/quarterly bill.	

NOTE: In exceptional cases, competent authority of CSIR-IICB may consider to extend the time limit mentioned above. The decision of competent authority shall be final and binding on the contractor in respect of category of rectification of defects. However, **all complaints will be attended promptly** and the time limit set for each category is the maximum time limit.

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5.0 A snag list of the installation covered in the present scope of work shall be prepared jointly by successful bidders & CSIR-IICB so as to complete the defect-rectification work well before the actual contract period is over. However, nothing shall be paid extra for preparation of snag list and preparation of the snag list will not be considered as date of start. In case of the contractor is asked in writing to arrange rectification of any defect at the time of accepting the work order of AMC, the cost of rectification shall be reimbursed to them on actual basis.

Note-1: Any damage to the installations during the currency of contract will be made good by the contractor without extra cost to CSIR-IICB. Further, contractor would also indemnify CSIR-IICB for the damages caused due to negligence in imparting the services.

Note-2: Successful bidder shall submit copy of agreements with specialized agencies/associates of repute duly approved by CSIR-IICB including with OEMs agencies at the time of start of work as mentioned above.

6. 0 Responsibility of the contractor at the end of the contract period:

- a. All equipment taken for maintenance during the contract period shall be handed over back to CSIR-IICB in good working condition.
- b. Any equipment taken outside for repair from CSIR-IICB Campus shall be handed over in good working condition well before the end date of contract
- c. Passes issued by CSIR-IICB to the contractor's employees if any shall be handed over to CSIR-IICB Representative.
- d. In case any equipment not handed over to CSIR-IICB in good working condition, then CSIR-IICB would get them repaired/procured on its own from other sources at the risk & cost of the contractor and the cost (along with 20% extra Charge) incurred shall be deducted from any payment due to him/security deposit.

6.1 All the employees of the contractor shall be in proper neat & clean uniform (including shoes) and will behave courteously, disciplined and professional manner maintaining absolute integrity during their duty / service hour in CSIR-IICB Campus. The employees of the contractor shall display their photo ID cards duly issued and signed by the contractor while attending to the complaint in CSIR-IICB Campus.

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6.2 CSIR-IICB Engineer In-Charge or his nominated officer can carry out any surprise inspection, without any notice and deficiencies in service equipment, spares, manpower or any other position of contract pointed out in inspection register maintained by contractor or through other means shall be made good by contractor failing which risk & cost provisions for deficient service shall be invoked.

7.0 FREQUENCY OF MAINTENANCE

The bidder shall carry out the maintenance services at the frequency detailed in **maintenance schedule** & as per guide line of OEM maintenance manual. Agencies have to attend to **break-down service as and when required**. The frequency may be increased depending up on requirement at site. As a whole it is to ensure that the equipments are well maintained at all the time. The work will be carried out at suitable timings to ensure that CSIR-IICB office work is not disturbed.

Note-1: The date of servicing carried out and next due date of servicing in respect of systems shall be neatly painted on assets in small fonts for effective monitoring as per direction of Engineer-in-charge.

Note-2: The contractor is required to submit preventive periodical maintenance schedule for approval by Engineer-in-charge at the time of starting the work after attending the scheduled/routine maintenance, contractor will submit service reports of OEMs as and when preventive periodical maintenance of any installation becomes due/ is carried out.

8.0 OTHER REQUIREMENTS TO BE FULFILLED BY THE BIDDER:

8.1 All coordination in respect of legal obligations of CSIR-IICB for this Contract in terms of any accident/ incident / inspection, Govt. department's viz. Electricity Board of Kolkata or Other local authority like: Pollution control board, Central Electricity Authority etc. shall be carried out by the contractor. However, contractor will provide / furnish such information to Engineer-in-charge as may be required during investigations.

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8.2 Bidder has to provide a list of spares which are to be replaced / required on a regular basis for necessary action at CSIR-IICB.

8.3 An undertaking for supply of spares for various assemblies (components) & subassemblies of manufacturer obtaining a clearance from various OEMs shall be submitted.

8.4 UPS batteries of ARD system in each lift shall have to be replaced by the contractor in yearly basis. CSIR-IICB will not be paid for the same.

8.5 Fan, light & others accessories of the Lift shall have to be replaced by the contractor as and when required basis for smooth functioning of the lift.

8.6 VF drive will have to be repaired or replaced by the contractor. CSIR-IICB will not be paid for the same

9.0 List of equipment in Building Elevators / Lifts:

Sl. No	Name of the equipment	Make	Qty
1	Motor 3 phase , 415 V, 50 HZ, 6.4 KW to 20 KW, 400-1500 rpm etc.	OTIS	5
2	Gear Box	OTIS	5
3	V sheave	OTIS	5
4	Control system Microprocessor based modular control unit / or any others	OTIS	5
5	Automatic rescue device (ARD)	OTIS	4
6	Car opening Panel	OTIS	4
7	Allied minor equipments like brake shoe, fan, light & sensor etc.	OTIS	5

Note:

a. The items mentioned above (sl.no.1 to 7) are just indicative. However, the contractor has to repair / replace items which are absolutely required for operation & maintenance of equipments in working condition. Repairing / replacing works shall be informed to the authority and same shall be obtained approval prior to commencement of work

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Maintenance Schedule

Contractor has to carry out monthly, quarterly & seasonally as per guide line of OEM manual & as per schedule. In addition to it they have to attend the break down as and when required.

ITEM	METHOD OF PREVENTIVE MAINTENANCE
	MONTHLY SERVICE
Alarm bell	The mechanic will manually test the alarm bell To make sure it is operational and that the alarm Bell is putting out the appropriate decibel level
Safety edge	Manually check safety edge for proper Retraction and make any adjustments necessary
Door open button	Test door open button. Make sure operating Correctly and freely
Call button	Test for proper operation. Check and replace if Needed indicator bulbs. Lubricate button and Replace light bulbs as needed
Car door	Check for speed and proper door torque. Lubricate freight Door guide rollers, clean chains, brackets
Scavenger pump / Motor	Check scavenger pump for proper operation. Check & inspect scavenger pump return line to avoid obstructions for clogging. Install packing And jack head.
Lobby doors & hall doors	Check door guides, rollers and lubricate rollers and tracks
Ride	Check ride for transition leveling and floor stop acceptable tolerances
Pumping unit	Check oil level, tank heater operation, motor Starter and contacts. Check v-belt if applicable For alignment, tension and wear.
Fire service	Use appropriate keys to test operation and those associated rules pertaining to Fire service phase i & ii. Lubricate key switches Internally as needed. Record test and test log And document test on service tickets. Test to be Performed in accordance with all government Code requirements

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Car phone	Check for dial tone and appropriate connections
Car & lobby	Pi check and/or replace indicator bulbs as needed
Car top	Clean car top and inspect door operator making Needed adjustments to door operator belt and Chains. Check motor brushes and all other Operational parts, linkages, etc. Check hoist Door operator sprockets, and chains. Check Motor brushes and bearings
Starter contacts	Disassemble starter to visually inspect contacts For wear. Replace if necessary
Car key switches	Check all key switches for proper operation and Lubrication if necessary
Fan	Test fan and fan key switch for proper operation. Lubricate fan bearings as needed
Inspection service	Check inspection service key switch for proper Operation and check car top inspection service To work appropriately
Door open/ close Relay	Check all connections and tighten. Inspect Contacts for wear, adjust air gaps as necessary
Signs	Inspect hallways and car for proper signs and building code Requirements
Car guide shoes	Inspect guide shoes for insert wear, adjust guide Shoes for smooth operation and apply lubricant To car guide shoes and rails as needed
Sump pump	Inspect sump pump for proper operation
Hall key switches	Test, inspect and check all hall key switches for Proper operation
	QUARTERLY SERVICE
Hall position Indicators	Check and repair indicator bulbs as needed
Relief valve	Check and set relief valves to perform test in presence of state of Maryland inspector as required
Rails	Inspect all rail joints and alignment. File burrs And joints as needed, check automatic Lubricators and fill as needed
Traveling cable	Inspect entire length of cable for cracks, Fraying, etc. Check conduit connections, wire Baskets
Safety circuits	Check, inspect and test all safety circuits Including door locks. Releveling circuits, alarm, Limited switches, safety edge and all other Applicable safety circuits of the elevator. If required those shall be replaced immediately.

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Rope	Inspect and replace as needed
Hoist way	Inspect and thoroughly clean and paint as Needed
Door motor Brushes	Inspect and replace as needed
INSPECTION	When making an inspection of any item, the item will be visually inspected and also manually Tested to perform its intended function Correctly with applicable OEM guide line and Requirements. Example: key switches – insert Appropriate key in key switch and check intended Operation for proper operation. Visually inspect All connections and wear. Replace if necessary
ADJUSTMENT	To make repair either electrically or Mechanically to provide smoother and correct Operation. Example: door operator – properly Tighten motor drive belt to maintain proper Tension between motor sheave and operator Drive sheave
TEST	Test to manually check for proper operation and Function of that particular feature. Example: Firemen service phase i & ii - to use appropriate key Switch to activate firemen service phase i & ii. Determine whether functioning in accordance With ANSI a17.1 and appropriate rules and record Findings. If testing is not acceptable, corrective Action must be taken
CLEAN	To include the following: clean elevator pits, Car top, car sills, hall sills, hall door tracks, Car door tracks, machine room floor, pumping Units, controller. Cleaning also includes Painting as needed. All electrical relay controls Etc should be kept at a dust-free level
Public Relations	Mechanic is to check with Building maintenance engineer during each visit And request information regarding any problems Or needs pertaining to the elevator

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10.00 Materials not to be supplied by CSIR-IICB.

CSIR-IICB will not supply or procure for the Contractor any material and the contractor shall make his own arrangements therefore at his own cost.

11.00 Execution of work.

i. The contractor shall execute the whole and every part of the work in the most professional and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the agreement, site requirements & instructions of the Engineer-in-Charge. The contractor shall comply with the provisions of the contract and with the care and diligence & execute and maintain the installations and provide all labour and materials, tools and plants in so far as necessary for providing these or as inferred from the contract. The Contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of maintenance.

ii. The contractor is required to obtain approval of Engineer –in-charge in respect of Periodical preventive maintenance schedule for all the assets in the complex under the scope of this contract, within 15 days from the date of letter of award.

13.00 Contractors to Supply Tools & Plants etc.

The contractor shall provide at his own cost all materials , plant, tools, appliances, implements, ladders, scaffolding and temporary works etc. required for the proper execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the contract or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer-in-Charge as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefore to and from the work. The contractor shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works and counting, weighing and assisting the measurement for examination at any time and from time to time of the work or materials. Failing his so doing the same may be provided by the Engineer in charge at the expense of the contractor and the expenses may be deducted, from any money due to the contractor, under this contract or otherwise and / or from his security deposit or the proceeds of sale thereof, or of a sufficient portions thereof. While bringing the equipments inside CSIR-IICB office complex by the contractor, necessary for execution of the work, the contractor shall get them verified through the representative nominated by Engineer-in-charge and security at the time of commencement of the work. Engineer-in-charge and security and contractor shall keep such verified list of above equipments in records. The gate pass shall be issued to the contractor in respect of those equipments which have been verified in the above list, to enable him to take back his equipment after completion of work.

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**CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
KOLKATA – 700 032.**

Name of Work: Comprehensive Annual Maintenance Contract for five (5) five nos. of OTIS make Lift / Elevators” at CSIR-IICB, Jadavpur & Salt Lake Campus, Kolkata

Tender No. Admn. 26(70)/2017

SUMMARY OF COST

Total [brought forward from page no.22] = Rs.....

**Total in Words: (Rupees.....
.....only**

Signature of Tenderer with Seal

CSIR – INDIAN INSTITUTE OF CHEMICAL BIOLOGY
4, RAJA S. C. MULLICK ROAD, JADAVPUR, KOLKATA – 700032.

Tender No. Admn.26(70)/2017

Date: 28.07.2017

BILLS OF QUANTITY
(FINANCIAL BID)

Sl. No.	Passenger/ Goods lift	Location	No. of landing	Rate (Rs.)	Amount (Rs.)
1	Passenger lift	CSIR-IICB Salt Lake campus	4	Rs. (Rupees.....)	
2	Passenger lift	CSIR-IICB Salt Lake campus	4	Rs. (Rupees.....)	
3	Passenger lift	CSIR-IICB Salt Lake campus	4	Rs. (Rupees.....)	
4	Passenger lift	CSIR-IICB Jadavpur campus	4	Rs. (Rupees.....)	
5	Goods lift	CSIR-IICB Jadavpur campus	4	Rs. (Rupees.....)	
Total					

(Rupees.....)

No. of Cutting:

No. of Corrections: **Signature of tenderer**No. of Over writing: **with date & address**

Remarks: 1) The scope of work under each item of BOQ shall be as per detail given under "Spectrum of Services" in Clause 3.0 of Part – 1.

Note:- Bidders are required to quote against each item legibly and arrive at the total cost of work. The summary sheet and abstract of cost should be filled in properly. All pages should be duly signed by the bidder failing which the tender may be rejected.

Signature of Tenderer with Seal

Letter of Transmittal
Request for Eligibility

To be submitted by type-written in the letterhead of Tenderer

Tender No. Admn.26(70)/2017

Date:2017

To
The Director
CSIR-Indian Institute of Chemical Biology,
4, Raja S. C. Mullick Road, Jadavpur,
Kolkata – 700 032.

Sub: Submission of Tender for the Work of “Comprehensive Annual Maintenance Contract for five (5) five nos. of OTIS make Lift / Elevators” at CSIR-IICB, Jadavpur & Salt Lake Campus, Kolkata

Sir,

I/we have read, examined tender documents with all its contents carefully and have no doubt on it.

I/we hereby certify that all documents displayed in the tender documents are downloaded and printed at its true format as displayed and no addition alteration modification are made in that document. I/we also agree that if any addition alteration modifications are found in my/our tender, this would be summarily rejected and I/we would have no claim on it.

I/we have furnished all information and supporting details necessary for eligibility and have no further pertinent information to supply. I/we also certify that all the information supplied is true and correct. I/we also agree that in case of any misleading or false or deliberately suppressed information or record of poor performance such as abandoning work, not properly completing contract or financial failure/weakness etc. I/we may be liable for disqualification.

I/we also authorize the Director, IICB or his authorized representative to approach individuals, employers, firms or corporation to verify our competence and general reputation.

I/we hereby tender for the execution of aforesaid work within the time specified in tender and in accordance in all respects with the specifications, designs, drawings and instructions referred in General condition of contract and with such materials as are provided for by and in respects in accordance with such conditions, so far as applicable.

I/we agree to keep the tender open for 90 days after opening of price bid which would be opened preferably within a month after opening of eligibility documents and not to make any modifications in its terms and conditions.

‘Earnest Money’ amounting to Rs. 5,600/- from scheduled bankbranch..... vide DD/Pay Order No..... as well as ‘Cost of Tender’ amounting to Rs. 500/- from scheduled bankbranch..... vide DD/Pay Order No..... ; both drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata are deposited along with the tender and are placed inside ‘Envelope No1’ marked as ‘Eligibility Documents’.

I/we further agree that if I/we fail to furnish the prescribed performance security within the prescribed period, IICB without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely. Further if I/we fail to commence the work as specified, I/we agreed that IICB shall without prejudice to any other right or remedy be at liberty to forfeit both the earnest money and performance security absolutely.

Further I/we agree that in case of forfeiture of earnest money or earnest money and performance security as aforesaid, I/we shall be debarred for participation in the re-tendering process of the work.

I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected to this work as secret / confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety and security to IICB.

Enclosure:

Signature of Tenderer with Seal