


Government eProcurement System		eProcurement System Government of India	
		Tender Details	
		Date : 15-Apr-2025 05:31 PM	
		Print	
<b>Basic Details</b>			
Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	IITRPR/ENM/T/25/36		
Tender ID	2025_IITRP_856688_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
<b>Payment Instruments</b>		<b>Cover Details, No. Of Covers - 2</b>	
Offline	S.No	Instrument Type	
	1	R-T-G-S	
	2	NEFT	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ro
2	Finance	.xls	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ro
<b>Tender Fee Details, [Total Fee in ₹ * - 590]</b>		<b>EMD Fee Details</b>	
Tender Fee in ₹	590	EMD Amount in ₹	6,000
Fee Payable To	Payable To IIT Ropar Revenue Account	EMD Exemption Allowed	No
Fee Payable At	Payable At Ropar	EMD Fee Type	fixed
Tender Fee Exemption Allowed	No	EMD Payable To	Payable To IIT Ropar Revenue Account
		EMD Percentage	NA
		EMD Payable At	Payable At Ropar
<b>Work /Item(s)</b>			
Title	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ropar		
Work Description	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ropar		
Pre Qualification	Please refer Tender documents.		

<div> <div>  <b>Government of India</b>  <b>eProcurement System</b> </div> <div> <b>Details</b>  <b>Independent External Monitor/Remarks</b> </div> </div>					
<b>Tender Value in ₹</b>	3,00,000	<b>Product Category</b>	Electrical Works	<b>Sub category</b>	CAMC of lift
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work (Days)</b>	NA
<b>Location</b>	IIT Ropar	<b>Pincode</b>	140001	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	IIT Ropar
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	15-Apr-2025 05:30 PM	<b>Bid Opening Date</b>	06-May-2025 11:05 AM
<b>Document Download / Sale Start Date</b>	15-Apr-2025 05:30 PM	<b>Document Download / Sale End Date</b>	05-May-2025 06:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	15-Apr-2025 05:30 PM	<b>Bid Submission End Date</b>	05-May-2025 06:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ropar	978.27	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_900668.xls	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ropar	251.00
	2	Tender Documents	Omega.pdf	Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-A at IIT Ropar	962.61

**Tender Inviting Authority**

<b>Name</b>	Registrar
<b>Address</b>	Registrar IIT Ropar Punjab



**भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
 रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001  
 Ph. 01881-235108, e-mail: jr.enm@iitrpr.ac.in

File No.IITRPR/ENM/T/25/36

Dated: 15/04/2025

भारतीय प्रौद्योगिकी संस्थान रोपड़, आईआईटी रोपड़ में एसएबी पार्ट-ए में स्थापित गुड्स लिफ्ट मेक ओमेगा के सीएमसी के लिए ओईएम/अधिकृत सेवा प्रदाताओं से दरें आमंत्रित करता है।

Indian Institute of Technology Ropar invites rates from OEM/Authorized service providers for CAMC of Goods Lift Make Omega installed in SAB Part-Á at IIT Ropar

कार्य का नाम <b>Name of work</b>	<b>Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-Á at IIT Ropar</b>
अनुमानित लागत <b>Estimated Cost</b>	Rs. 3,00,000/- ( Per Annum)
बयाना जमा करने के लिए जमा राशि <b>Earnest Money Deposit to be submitted</b>	Rs. 6,000 /-

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotations (both Technical and Financial) should be submitted in the E-procurement portal.

(कुलसचिव / Registrar)

<b>SCHEDULE</b>	
Name of Organization	Indian Institute of Technology Ropar
Quotation Type (Open/Limited/EOI/Auction/Single/Global)	Open
Quotation Category (Services/Goods/works)	Works
Type/Form of Contract (Work/Supply//Service/Buy/Empanelment)	Works
Product Category (Civil Works/Electrical Works/HVAC Works /Fleet Management/ Computer Systems/Lab Equipment)	Lift Works
Date of Issue/Publishing	15/04/2025 (17:30 Hrs)
Document Download/Sale Start Date	15/04/2025 (17:30 Hrs)
Document Download/Sale End Date	05/05/2025 (18:00 Hrs)
Last Date and Time for Uploading of Bids	05/05/2025 (18:00 Hrs)
Date and Time of Opening of Technical Bids	06/05/2025 (11:05 Hrs)
Tender Fee/EMD	Rs 590/- (For Quotation Fee) <b>Rs. 6,000/-</b> (For EMD)
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:
	Name of the Bank A/C : IIT Ropar Revenue Account
	SBI A/C No. : 37360100716
	Name of the Bank : State Bank of India
	IFSC Code : SBIN0013181
	MICR Code : 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Estate & Maintenance Section, 2nd Floor, East Wing, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-235102,5106
Email Address	enm.office @iitrpr.ac.in,

**Registrar**

## आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

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

### पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्युरमेंट पोर्टल (यूआरएल: [:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि:शुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।

Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

#### निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## बोली की तैयारी / PREPARATION OF BIDS

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदले। यदि BoQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### बोलीदाताओं को सहायता / **ASSISTANCE TO BIDDERS**

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 है।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

### बोलीदाताओं के लिए सामान्य निर्देश / **General Instructions to the Bidders**

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> .In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

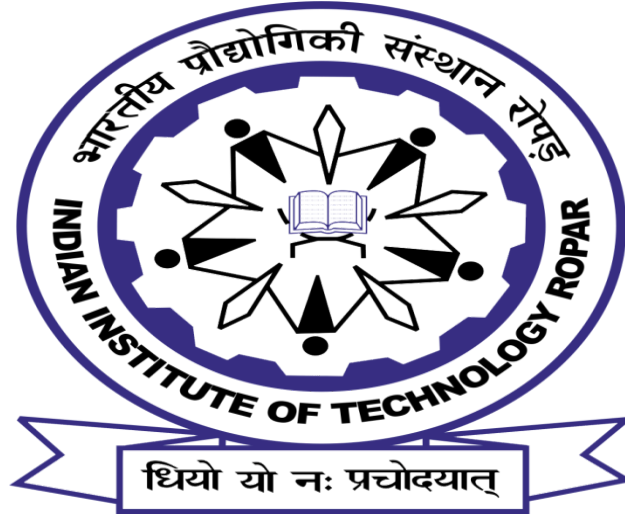
- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।

Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**



**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF GOODS LIFT MAKE  
OMEGA INSTALLED IN SAB PART-Á AT IIT ROPAR**

NIT NUMBER : IITRPR/ENM/T/25/  
Issued to : .....

**TO BE SUBMITTED TO:**

**The Registrar  
IIT Ropar  
Rupnagar, Punjab**

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**Name of Work: - Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-Á at IIT Ropar**

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NIT Amounting to **Rs. 3,00,000/- (Rupees Three Lac only)** [Certified that this NIT contains pages (67 only) pages + (Part C & BOQ Sample contains (2 only) Pages, Total (69 only) pages only]

Note: Price bid should be uploaded in given BOQ\_XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference.

# PART – A

**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
**Estate & Maintenance Section**

**TENDER DOCUMENT**

**Name of Work: Comprehensive Annual Maintenance Contract of Goods Lifts  
Make Omega installed in SAB Part-Á at IIT Ropar**

<b>S. NO.</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b>1</b>	<b>PART-A</b> <b>(NIT, Form 6 &amp; 8, Performa of schedules etc.)</b>	<b>11-44</b>
<b>2</b>	<b>PART-B</b> <b>(Special conditions, Acceptable List of Makes &amp; Drawings etc.)</b>	<b>45-70</b>
<b>3</b>	<b>PART-C</b> <b>(BOQ Sample format)</b>	<b>71-72</b>

**Notes: The following will be the part of Contract Agreement:**

1. CPWD General Conditions of Contract of 2023
2. Modified upto date for details refer to :[www.iitrpr.ac.in/tenders](http://www.iitrpr.ac.in/tenders) and <https://eprocure.gov.in/eprocure/app>.

**Estimated Cost Rs. 3,00,000 /-**

**Assistant Engineer**  
**(Electrical)**

**Joint Registrar (E & M)**

# **INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

## **Estate & Maintenance Section**

### **NOTICE INVITING TENDER**

The Registrar, IIT Ropar invites on behalf of Board of Governors of IIT Ropar sealed Item rate tender from for the following work:-

**NIT No. IITRPR/ENM/T/25/**

**Name of work: Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-Á at IIT Ropar**

**Estimated Cost: 3,00,000 /-**

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- 1. Tender Fees: 500+18%(GST)= 590/- (Non-Refundable)**
- 2. EMD: Rs 6,000 /-**

The bid form and other details can be downloaded from the website [www.iitrpr.ac.in/tenders](http://www.iitrpr.ac.in/tenders)

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

**Registrar**

**Form-6**

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR TENDRING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE**

The Registrar, on behalf of Board of Governors of IIT ROPAR, invites percentage rate tenders from registered contractors in appropriate class in CPWD/ MES/ BSNL /Railways/ State PWDs/ OEM/ OEM authorized agency for the following work:

S.no	Name of work and location	Estimated cost put to tender	Tender Fee	Earnest Money Deposit	Period of Completion	Last date for submitting of Bid	Time & date of opening of Tender
1	Comprehensive Annual Maintenance Contract of Omega make Goods Lift installed in SAB Part-A at IIT Ropar	Rs. 3,00,000/-	Rs. 590/- (nonrefundable)	Rs. 6,000 /-	As mention BOQ	Refer Page no. 2 (Schedule)	Refer Page no. 2 (Schedule)

**A. ELIGIBILITY CRITERIA :**

- 1) Contractors who fulfill the following requirements shall be eligible to apply: -
  - a) Should have completed the works during last seven years ending on previous day of last day of submission of tender out of which at least one should have been executed in Government Departments as mentioned below:
  - b) 3 (three) “**similar works**” each of value not less than 40% of the estimated cost put on tender.
  - OR
  - c) 2 (two) “**similar works**” each of value not less than 60% of the estimated cost put on tender.
  - OR
  - d) 1 (one) similar work of value not less than 80% of the estimated cost put to tender.

**\*Similar works** means “**Comprehensive Annual Maintenance Contract of Lifts**”.

**B. Documents to be submitted with tender:**

- a) Original Equipment Manufacturer (OEM Omega) / Authorised Service providers / authorised agency of OEM shall participate in tender. A letter from (OEM Omega ) confirming the same for the subject work shall be submitted along with the bid for validation.
- b) Required experience/completion certificate of works.

- c) Certificate of registration for EPF and ESIC.
- d) Copy of GST Registration.
- e) Earnest Money Deposit (NEFT/RTGS in favour of IIT Ropar Revenue Account payable at Ropar/Rupnagar) (Refer Page no.2 (Schedule))
- f) PAN registration with Income Tax Department.
- g) Price quoted for the respective items in words and figures in prescribed format.

Price bid submitted by intending tenderers shall be opened only in respect of those tenderers, whose Earnest Money Deposit and other documents placed are found in order.

The tender submitted shall become invalid if:

- a) The tenderers if found ineligible.
- b) The tenderers do not submit all the documents as stipulated in the tender document.

## OTHER CONDITIONS:

- 1) The intending bidder must read the terms and conditions of Form-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- 2) Information and Instructions for bidders posted on the website shall form part of the bid document.
- 3) The agreement shall be drawn with the successful tenderer on prescribed Form No. Form-7 as modified and corrected UpToDate which is available as a Govt. of India Publication.

Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement

- 4) Initially the work will be awarded for 1 year which can be further extended for Four years on year-to-year basis subject to satisfactory performance of the party. Rates must quoted for Five Years otherwise tender shall be rejected. Rates shall be freezed for Five Years.
- 5) The site for the work is available.
- 6) The bid document consisting of plans, specifications the schedule of quantities of various types of items to be executed and set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.iitrpr.ac.in/tenders](http://www.iitrpr.ac.in/tenders) and [eprocure.gov.in](http://eprocure.gov.in)
- 7) The contractor whose tender is accepted will be required to furnish a **performance guarantee** of 5% of the tendered amount within the period specified in Schedule F. This guarantee shall be 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 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 'F', including the extended period if any, The EMD will be forfeited.**

- 8) The Institute reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed to be suitable by it, if too many bids are received satisfying the laid down criterion.

- 9) The description of the work is as follows:

Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderers at the office of the above-mentioned officer.

Tenderers, are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders 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 the risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer 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 tender by a tenderer 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 of 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.

- 10) The competent authority on behalf of the Director, IIT ROPAR does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all of the tenders received without the assignment of any reason.
- 11) All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
- 12) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 13) The competent authority on behalf of the Director, IIT ROPAR 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.
- 14) The contractor shall not be permitted to tender for works in the IIT ROPAR responsible for award and execution of contracts in which his near relative is posted as Group A Officer in Accounts Section or as an officer in any capacity between the grade of Registrar and Junior Engineer (both inclusive).

He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in the IIT ROPAR. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the concerned Department / termination of the contract from this institute.

- 15) 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 two years after his retirement from government service, without the previous 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 tender or engagement in the contractor's service.
- 16) The tender for the works shall remain open for acceptance for a period of **90 days** from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at a liberty to forfeit 50% of the said earnest money as aforesaid. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.
- 17) This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall within **15 days** from the stipulated date of start of the work sign the contract consisting of:-
  - a) The notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
  - b) Standard CPWD **Form-8** as modified and corrected.
- 18) Tenders with any condition including conditional rebates shall be rejected forthwith. However, tenders with unconditional rebates will be acceptable.
- 19) Tenderers must associate himself, with agencies of the appropriate class eligible to tender for each of the minor components of work.
- 20) The eligible bidders shall quote rates for all items of major components as well as for all items of minor components of work.
- 21) Entire work under the scope of composite tender including major and all minor components shall be executed under one agreement.

- 22) Security Deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of work. The Earnest Money will become part of the security deposit of the major components of work.
- 23) The acceptance of the tender shall be conveyed by the **Joint Registrar ( E & M ), IIT Ropar** on behalf of the Director, IIT ROPAR.

**Registrar**  
**For & on behalf of the Board of Governors, IIT Ropar**

**ITEM RATE TENDER AND FOR WORKS CONTRACT**

Tender for work of “**Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-Á at IIT Ropar**”

- (i) To be submitted by **refer page no.2**
- (ii) To be opened **refer page no.2**

Issued to : \_\_\_\_\_

Joint Registrar (E&M), IIT Ropar

**TENDER**

I/We have read and examined the Notice Inviting tender, schedule, A,B,C,D,E & F. Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and rules referred to in the conditions of contract and all other contents in the tender document for the work.

A sum of Rs.6,000/- is hereby forwarded in cash/Receipt Treasury Challan/Deposit at call receipt of a Scheduled Bank/Fixed deposit receipt of Scheduled bank/demand draft of scheduled bank/bank guarantee issued by scheduled bank as earnest money. If I/we fail to furnish the prescribed performance guarantee or fail to commence the work within the prescribed period. . I/we agree that the said Director, IIT, Ropar or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail of commence work as specified, I/we agree that Director, IIT, Ropar or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and carry out such deviations as may be ordered, up to maximum of the percentage mentioned in Schedule ‘F’ and those in excess of that limit at the rates to be determined in accordance with the provision contained in clause 12 of the tender form.

Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived therefrom 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 of the Institute

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

Dated

Witness:  
Address:  
Occupation:

Signature of contractor  
Postal Address: \_\_\_\_\_  
Email : \_\_\_\_\_

### ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Board of Governors, IIT Ropar for a sum of Rs. \_\_\_\_\_. (Rupees \_\_\_\_\_ only), The letter referred to below shall form part of this contact Agreement:-

- i)
- ii)
- iii)

Dated:

For on the behalf of Board of Governors, IIT ROPAR  
Signature \_\_\_\_\_

## PERFORMA OF SCHEDULES

### SCHEDULE 'A'

Schedule of Quantities.

### SCHEDULE 'B'

Schedule of materials to be issued to the contractor:

S.N.	Description of item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue
1	2	3	4	5
-NIL-				

### SCHEDULE 'C'

Schedule of Tools and Plants to be hired to the contractor

S.N.	Description of item	Hire charges per day	Place of issue
1	2	3	4
-NIL-			

### SCHEDULE 'D'

Extra schedule for specific requirements / document the work if any

as attached in for tender form

## SCHEDULE 'E'

Reference to General Conditions of contract.

<b>Name of Work:</b>	<b>Comprehensive Annual Maintenance Contract of Goods Lifts make Omega installed in SAB Part-Á at IIT Ropar</b>
<b>Estimated cost of the work:</b>	<b>Rs. 3,00,000/-</b>
<b>Earnest Money Deposit</b>	<b>Rs. 6,000/-</b>
<b>Performance Guarantee</b>	5 % of the tendered value of the work
<b>Security Deposit</b>	2.5% shall be deducted from the running bills.

## SCHEDULE 'F'

### General rules and direction:

Officer inviting tender

Joint Registrar,  
IIT Ropar

### Definitions:

2(i) **Engineer-in-Charge**

Joint Registrar,  
IIT Ropar

2(ii) Accepting Authority

Registrar, IIT Ropar

2(iii) Standard Schedule of Rates

Delhi Schedule of Rates 2022

2(iv) Department:

Works and Estate, Indian Institute of  
Technology, Ropar

2(v) Standard contract Form:

GCC 2023, **Form-8** as modified &  
corrected up to date

## Clause 1

i) Time allowed for submission of  
performance guarantee from  
the date of letter of acceptance.

5 days

ii) Maximum allowable extension with late fee @ 0.1% per day of performance guarantee amount beyond the period as provided in (i) above.

3 days

**Clause 2**

Authority for fixing compensation under clause 2

**Registrar, IIT Ropar**

**Clause 5**

Number of days from the date of issue of letter of acceptance for reckoning date of start

3 days

Time allowed for execution of work

As mentioned in BOQ

**Authority to decide**

i) Extension of time

**Joint Registrar, IIT Ropar**

ii) Rescheduling of milestones

**Registrar, IIT Ropar**

## **SALIENT/MANDATORY REQUIREMENTS FOR THE TENDER**

### **Comprehensive Annual Maintenance Contract of Goods Lifts Make Omega installed in SAB Part-A at IIT Ropar**

1. The bidder is advised to read and examine the tender documents for the work and the set of drawings available with Engineer-in-charge. He should inspect and examine the site and its surroundings by himself before submitting his tender.
2. Separate schedule of quantity is included in this tender for civil items of work. The contractor shall quote the item rates in figures and words accurately so that there is no discrepancy in rates written in figures and words.
3. Time allowed for the execution of work is one year.
4. The contractor(s) shall submit a detailed program of execution in accordance with the master programme / milestone within 7 days from the date of issue of award letter.
5. Quality of the project is of utmost importance. This shall be adhered to in accordance with the provisions of CPWD specifications and guidelines given in the relevant paras. The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any subcontractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workmen's Compensation Act/ Fatal Accident Act, Personal Injuries, Insurance Act and/ or their Industrial Legislation from time to time in force.
6. For electricity requirements of the office, the contractor(s) shall be provided with temporary electric connection at a suitable place by the Institute if possible, on request of the contractor. The required cable and electrical meter shall be arranged by the contractor. The monthly consumption of electricity shall be recovered from the running bills of the contractors on the approved rates of the Institute. The institute cannot be held liable to provide any office or location to set up office.
7. The schedule of requirement is as per Annexure - 'A' & the evaluation of bid will be on the basis of total bid value

8. The works including labour, cartage, loading unloading, technical services for attending to complaints of break down/ problems in the running of said LIFTS within 2 hours of complaint and periodic servicing for ensuring proper maintenance of the LIFTS at premises of IIT Ropar as directed
9. The penalty amount per complaint will be as follow :
  - i. Minor faults not rectified within 2 hours @ Rs 50/- per hour.
  - ii. Major faults not rectified within 48 hours @ Rs 1000/- per day. (Except for replacement of Rope, winding gear, sheave, speed governor, brake shoe, Motor work). Time period for rectification of these works shall be 3 days
  - iii. If OEM specified components are not kept as maintenance spare, the cost of the component will be paid by the vendor if the equipment becomes unserviceable.
  - iv. Any delay beyond 5 days in rectifying major faults, the penalty will be enhanced to Rs 5000/- per day up to 2 percent of the maximum contract value.
  - v. Beyond 10 days, the equipment will be repaired in the open market at risk of contractor and the actual cost of the repairs shall be recovered from the contractor. In addition to the penalty levied in extreme cases, the action of forfeiture of security money/ pending bill/blacklisting of the firm can be resorted to at the discretion of the competent authority if the contractor fails to provide satisfactory service in a time bound manner.
  - vi. Non-submission of weekly inspection / service report shall attract recovery of Rs 1000/- each occasion.
10. Comprehensive AMC of Passenger LIFTS includes replace / repair of fixed/ moving contacts, control relays, timers , adder blocks, transformers connector, bridge rectifiers, MCBs , reed switches, contactors (PCB), magnets, solenoid coils, retiring cam coil, micro switches, limit switches, photo cell sensor, lead, door, door motor, stop switches, fan switches, safety rollers, pullys, bells, chains, rubber stoppers, types of springs pick up assembly, motor, speed governor rope, fuses, limit switches, safety clamps, lubricator, resistance, resistors, capacitors, de-locking devices infrared sensor, single phase preventer, power indicators, direction indicators, landing/ car door ropes. Main ropes, valves, emergency alarm, fans, etc are also included.

11. The lift shall be regularly and systematically examined, adjusted and lubricated and if the condition warrants, the component rendered defective due to normal wear and tear will either be repaired or replaced at the company's option without any extra charges.
12. All material spares including replacement/ repair of main motor, safety gear, over speed governors, valve block assembly. Drive, controller, door drive, as a result of normal wear & tear , handling charges are included under AMC , complete in all respects, for ensuring the maintaining of the smooth hygienic and safe running, maintenance of the LIFTS complete.
13. Contractor has to do monthly service of the unit by trained personnel. The service includes the following: -
  - i. Rectification of defects observed during inspection.
  - ii. Checking of electrical parts including motors & rectification.
  - iii. Checking & adjustment of controls and lubricating of moving parts.
14. The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, GST and any other statutory taxes complete in all respects, valid for a period of five years from the date of award of contract.
15. The safety of the operation of the lifts shall be the responsibility of the AMC contractor.
16. LIFTS may be inspected during working hours on any day if required by the bidders.
17. The Contractor will maintain all records of the complaints in a register and get it counter-signed by IIT Ropar on a weekly basis.
18. Bid security of the unsuccessful bidders will be returned to them.
19. In the event of any breach of the terms of the contract, the contractor shall have to bear the penalty specified in the present terms. However, upon a material breach of the contract terms which is not remedied by the contractor within 7 days, IIT Ropar shall be entitled to terminate the present contract without any notice. The contractor shall be required to make good any damage incurred by IIT Ropar.
20. The material parts being replaced shall be of OEM authorized makes and specifications.
21. The contractor will be liable to handover the lifts in running condition with all the equipment serviceable at the end of contract of termination of contract.

22. During the process of overhauling or routine maintenance if any modification / improvement of the system is required, it has to be cleared by the Engineer in-charge in writing.
23. The agreement will be valid for Comprehensive AMC of Passenger LIFTS incorporated in the contract document. This should be strictly adhered to. The AMC contract shall remain valid initially for a period of one year and it may be further extended/ renewed annually up to five years on the same terms and conditions. The contract once awarded can be terminated by the IIT Ropar after serving one month's notice to the contractor.
24. The service provider shall at his own risk and cost ensure that their employees deployed to carry out the work of IIT Ropar are insured against all risks that may be associated with the job.
25. If rain water enters lift pits/ machine rooms etc. the draining out of water and keeping the plant room clean and dry.
26. CAMC of additional lifts can be given on pro rata basis.
27. Labour Laws: The contractor will follow all labour laws / acts of Central Govt., Local Govt. applicable from time to time. He should maintain proper attendance register and record of wages paid to the workers and these documents should be submitted to IIT Ropar on demand along with record of complaints and whenever asked. He will obtain necessary Labour license required for engaging labour at site. The bidder should note that wages paid to the workers by the contractor should not be less than minimum wages notified by the Chief Labour Commissioner (Central) from time to time for their respective category. The agency shall comply with all Acts, Laws and Regulations applicable to the area with regard to performance of the work and including, Minimum Wages Act, 1948, Contract Labour (R&A) Act, 1970, Workmen's Compensation Act, 1923 Industrial Dispute Act, 1947 and take such steps as may be deemed necessary in this regard.
- It will be solely contractor's responsibility to face any consequences arising out of non compliance of various labour laws. The contractor shall keep IIT Ropar indemnified and if IIT Ropar has to incur some expenditure due to nonpayment of wages to the labour or non compliance of various labour laws by contractor, the same will be recovered from contractor's bill or from performance security or any other amount due, along with 10% on account of departmental charges.

28. Force Majeure: Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake, Pandemic and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
29. The Contractor should impart training on emergency procedures and basic maintenance of lifts to technicians specified by the Institute.
30. Arbitration: In the unfortunate situation if any all disputes, disagreement and controversies arising in any manner, which cannot be settled by mutual agreement between the two parties, shall be resolved through arbitration. The number of arbitrator shall be ONE, shall be appointed by Director, IIT Ropar. The decision of sole arbitrator shall be final and binding to both the parties. All provisions of Arbitration and Conciliation Act 1996 (with amendments) shall apply and the legal place of arbitration shall be IIT Ropar, Rupnagar, Punjab. The language of arbitration proceedings shall be English. The Court which have jurisdiction in the matter is District Court, Rupnagar, Punjab.

## INTEGRITY AGREEMENT

This Integrity Agreement is made at ..... on this ..... day of ..... 20.....

BETWEEN

IIT ROPAR represented through its Registrar, (Hereinafter referred as the 'Principal/ Owner', which expression shall unless repugnant to the meaning or context thereof include its successors and permitted assigns)

AND

..... (Name and Address of the Individual/ firm/ Company) through ..... (Hereinafter referred to as the (Details of duly authorized signatory) "Bidder/Contractor" and which expression shall unless repugnant to the meaning or context here of include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No. ....)

(hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational

procedure, contract for .....(Name of work)

hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

## Article 1: Commitment of the Principal/Owner

1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

(c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

## Article 2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on

Behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a

Subsequent/parallel tender for the same item.

e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/ forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

#### Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the

Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/ determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined

by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

2. Forfeiture of EMD/ Guarantee/ Security Deposit: If the Principal/ Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/ Owner will inform the same to law enforcing agencies for further investigation.

#### Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country conforming to the anti corruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statements on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.

- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid

despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

#### Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5) It is an agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

#### Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

#### WITNESSES:

1. ....  
(signature, name and address)

2. ....  
(signature, name and address)

Place:

Dated:

## **CONTRACT AGREEMENT**

(ON RS.100 NON-JUDICIAL STAMP PAPER\*)

(\*= To be purchased and submitted by the Contractor.)

THIS AGREEMENT is made on \_\_\_\_\_ **2025**..... Between **The Registrar, Indian Institute of Technology Ropar, Punjab** (hereinafter referred to as “Client” which expression shall include his successors and assigns), and whose principal place of office is at IIT Ropar, Rupnagar Punjab India 140001 of the One Part,

### **AND**

**M/s**.....having its registered office at.....(Hereinafter referred to as “the Contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for

- I. **WHEREAS** the Client invited bids through open tender, vide Notice Inviting Tender dated .....for the work of “**Comprehensive Annual Maintenance Contract of Goods Lifts make Omega installed in SAB Part-Á at IIT Ropar**” under **Tender No.**
- II. **AND WHEREAS** the Contractor submitted his bid vide..... in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide requisite services to the Client
- III. **AND WHEREAS** the Client has selected **M/s**.....as the successful bidder (“the Contractor”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No.** ....., to the Contractor on ..... for a total sum of ..... [Rupees ..... Only].
- IV. **AND WHEREAS** the Client desires that the “**Comprehensive Annual Maintenance Contract of Goods Lifts make Omega installed in SAB Part-Á at IIT Ropar**” as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for providing requisite services to the Client.
- V. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties “**Comprehensive Annual Maintenance Contract of Goods Lifts make Omega installed in SAB Part-Á at IIT Ropar**” for its office in cases the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.
- VI. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

VII **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents “**Comprehensive Annual Maintenance Contract of Omega make Goods Lifts installed in SAB Part-Á at IIT Ropar**” for Client’s office, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

VIII. The Client and the Contractor agree as follows:

1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - (a) Notice Inviting Tender Form 6, Form No. 7, Performa of Schedules.
  - (b) The Letter of Intent /Acceptance (Lol/A) issued by the Client.
  - (c) Price Schedule
  - (d) Performance Bank Guarantee.
  - (e) Integrity Pact.
  - (f) The Addenda, if any, issued by the Client.
  - (g) Any other documents forming part of this Contract Agreement till date.
  - (h) Charges – Schedule annexed to this Article of Agreement
  - (i) Supplementary Agreements executed from time to time.
3. Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.
4. This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IX. **IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

Signed on Behalf of the Institute

**(Authorised Signatory)**

**(Joint Registrar, IIT Ropar)**

<b>&lt;On Organization Letter Head&gt;</b>		
<b>(For Works Contracts, including Turnkey contracts)</b>		
<b>&lt;CERTIFICATE&gt;</b>		
Tender No. :- ..... Date:- .....		
<p>I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.</p>		
<b><u>OR (whichever is applicable)</u></b>		
<p>I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is from _____ (Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.</p>		
<b><u>(Copy/ evidence of valid registration by the Competent Authority is to be attached)</u></b>		
<b>Signature of Bidder/ Agent</b>		
Name: _____		
Designation: _____		
Organization Name: _____		
Contact No. : _____		

(To be given on Company Letter Head – For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/ Cost Auditor/ Cost Accountant/ CA for tender value above Rs.10 Crores)

To,  
The Registrar,  
Indian Institute of Technology  
Ropar Rupnagar, Punjab -  
140001

Subject: - **Declaration of Local**

**Content** Tender Reference No: \_\_\_\_\_

Name of Tender/ Work: \_\_\_\_\_

1. We hereby declare that an item offered has \_\_\_\_\_% local content (DPIIT OM No. P-45021/2/2017-PP (BEII) dated 16.09.2020) & (DPIIT OM No. P-45021/102/2019-BE-II-Part(1) (E-50310) dated 04.03.2021)

2. Class of Supplier: ☐ Class - I ☐ Class - II

*“Local Content”* means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours faithfully,

(Signature of the bidder, with Official Seal)

**<TO BE PROVIDED BY OEM ON LETTERHEAD>**

(To be given on Company Letter Head – For value below Rs.10 Crores)

(To be given by Statutory Auditor/ Cost Auditor/ Cost Accountant/ CA  
for value above Rs.10 Crores)

To,  
The Registrar,  
Indian Institute of  
Technology Ropar  
Rupnagar, Punjab -  
140001

Subject: - **Declaration of Country of Origin of Goods**

Tender Reference No:

\_\_\_\_\_

Name of Tender/ Work: \_\_\_\_\_

1. Country of Origin of Goods being offered:  
\_\_\_\_\_ (OM No. 6/18/2019-PPD dated  
23.07.2020)

“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours faithfully,

(Signature of the bidder, with Official Seal)

**GENERAL CONDITIONS FOR SPECIALIZED ELIGIBLE AGENCIES**

**Name of work: “Comprehensive Annual Maintenance Contract of Goods Lift  
Make Omega installed in SAB Part-Á at IIT Ropar”**

1. The tenderer should either himself meet the eligibility conditions for execution of specialized components of work or otherwise he will have to associate with agencies, fulfilling the eligibility requirements prescribed in the tender document.
2. In case, the main contractor himself is not eligible (as per eligibility criteria) for executing any of the components of E&M work, he can directly associate the OEM/ authorized service provider of the OEM or specialized agency as per criteria mentioned for associate eligible agency.
3. Experience gained by executing work on a back-to-back contract basis is acceptable. Back-to-back contract means work awarded by the owner to the first agency and then by the first agency to the second agency. The first agency shall not be eligible for work experience in such a case. To get the weightage of experience, following conditions must be fulfilled.
  - (a) Work should be actually executed by the second agency with due concurrence of the owner as tri- partite agreement. It should be backed by a valid agreement and experience certificate.
  - (b) Payments received by the second agency should be reflected in bank accounts and income tax statements.
  - (c) Owner of the project and the first agency should jointly certify the experience certificate.
  - (d) The actual amount of payment received by the second agency shall be considered for experience.
4. In the event of the associated E&M agency not performing satisfactorily or failure of associate agency to complete the E&M work, the main contractor on written directions of the department, shall remove the Associate agency deployed on the work and shall submit proposal for approval of new associate agency without any loss of time or variation in cost to the department. Such a new associate agency shall also give an undertaking along with the main tenderer that both of them shall guarantee for the equipment already supplied for which payment has been released by the department in part. If any equipment supplied for the work, during the currency of the earlier associate agency and paid partly by the department, becomes redundant /not in a position to be installed and commissioned and put to beneficial use due to change in agency for execution of E&M work, the main contractor shall be responsible for replacement of the equipment(s) at no cost to the department. No change of associate agency will be allowed without prior approval of the Engineer-in-charge of the work.
5. The main contractor shall be responsible and liable for proper and complete execution of the Lifts Work and ensure coordination and completion of work
6. The associate contractor shall attend the inspection of the work by the Engineer-in- charge of Lifts as and when required.

Sl. No.	Description of E&M works	Estimated cost in Rs.	Minimum eligibility Criteria
1	<b>Comprehensive Annual Maintenance Contract of Goods Lift Make Omega installed in SAB Part-Ā at IIT Ropar</b>	3,00,000/-	Three similar works each costing not less than Rs. 1,20,000 /- OR Two similar works each costing not less than Rs. 1,80,000 /- OR One similar work costing not less than Rs. 2,40,000/- Similar work shall mean “ <b>Comprehensive Annual Maintenance Contract of Goods Lift</b> ”

**Note:**

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated up to previous day date of completion to last date of submission of tender.

The main contractor has to furnish the detail of the associate agency as per the Performa mentioned below.

If the main contractor fails to associate agency for execution of minor components of work within 30 days of award of work OR at least two months before start of minor component of work whichever is earlier or furnishes incomplete details or furnishes details of ineligible agencies even after the tenderer is given due opportunity, the entire scope of such component of work shall be withdrawn from the tender and the same shall be got executed by the Engineer-in-Charge at the risk and cost of the main contractor after due approval by NIT accepting authority.

Normally, there shall be no change in associated contractor for minor component work during the execution of the work. If at all, a change is necessitated, the same should be acceptable to the department and such acceptable contractor shall fulfill the conditions laid down for the selection of the associated contractor in the tender document.

In the event of the concerned associate not performing satisfactory or not completing the work, the department can also direct the main contractor to remove the associate agency deployed on the work and ask him to deploy another associate contractor who fulfils the eligibility conditions. The new associate contractor will be bound to execute the left-over work without any loss of time or variation in cost to the department. Such associate agency shall be permitted after the approval of the Engineer in Charge and shall enter into a memorandum of understanding as per the enclosed proforma along with the main contractor.

The main agency will be responsible for all acts of omission and commission of the associate contractors including the changed one(s) as referred above.

The main contractor shall be responsible for co-coordinating the activities of all the works and will ensure progress of all works as per the laid down programme. The main contractor shall also arrange for proper storage of the accessories at site and will be responsible for their watch ward.

The Associated Contractor or his representative is bound to sign the site order book as and when required by the Engineer-in-charge and will comply with the remarks therein.

The maintenance certificate for lifts shall be issued in favour of the associated Electrical contractor engaged for the particular subhead. The contractor shall have valid electrical license from competent authority in his name or he may associate appropriate contractor having valid electrical license as per NIT conditions. After obtaining concurrence of competent authority department, the main agency shall finalize one associate for execution of lifts works. The contractor shall use any of the makes as per approved makes for use in the work after obtaining the approval of the Engineer-in-charge.

## **PERFORMA FOR ASSOCIATING AGENCY FOR E&M WORKS**

I/we hereby propose the following agency for execution of lifts work components mentioned herein. Consent Letter from the proposed associated agency is enclosed.

- (i) **Name of work: “Comprehensive Annual Maintenance Contract of Goods Lifts Make Omega installed in SAB Part-Á at IIT Ropar”**
- (ii) Component of HVAC Work : .....
- (iii) Name of Associated Agency : .....
- (iv) Details of Enlistment : .....
- (v) Category and Class of Enlistment : .....
- (vi) Monetary limit of work in Enlistment : .....
- (vii) Validity of Enlistment : .....
- (viii) Copy of Enlistment Order attached : (Yes /No)
- (ix) Copy of electrical contractor license attached: (Yes /No)
- (x) Copy of completion certificates of similar work experience attached: (Yes /No)
- (xi) Copy GST Registration attached : (Yes/No)
- (xii) Copy PAN Card Attached : (Yes/No)
- (xiii) Consent Letter of agency attached : (Yes/No)

Encl: Self Attested photocopies of as stated above

# PART - B

## **SPECIAL CONDITIONS**

1. In the Contract (as hereinafter defined) the following definitions words and expressions shall have the meaning hereby assigned to them except where the context otherwise required.
  - a. “Institute / Department” shall mean the Indian Institute of Technology Ropar (IIT Ropar)
  - b. The “President” shall mean the Board of Governors, IIT ROPAR.
  - c. The term “Director General of Works” shall mean the Director, IIT Ropar.
  - d. “Superintending Engineer” shall mean the Registrar of the Institute, who as overall In charge and head of the administration shall direct the contract.
  - e. The “Engineer-in-charge”, who shall administer the work, shall mean the Executive Engineer, IIT Ropar.
  - f. “Accepting authority” shall mean the Registrar, IIT ROPAR on behalf of the Director.
  - g. “Site Engineers” shall mean the AEE (Civil)/ Assistant Engineer (Electrical)/Junior Engineer (Civil)/Junior Engineer (Electrical)/ Engineer appointed by the Estate & Maintenance department.
  - h. No labour huts/ jhuggies shall be allowed to be constructed in the campus except for the security persons at work site with proper sanitation arrangements after due approval of the Registrar.
  - i. Any damage caused to the existing roads, power cables, telephone cables, water lines and structures by the contractor’s equipment, shall have to be made good by the contractor at his own cost.
  - j. Existing drains, pipes, cables, over-head wires, sewer lines, water lines and similar services encountered in the course of the execution of work shall be protected against the damage by the contractor at his own expense. The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such services.
  - k. No payment shall be made to the contractor for any damage caused by rain, snow fall, floods, earthquake or any other natural causes whatsoever during execution of work. The damages of the work will be made good by the contractor at his own cost and no claim on this account shall be entertained.
  - l. For construction works which are likely to generate malba/rubbish to the tune of more than a tempo/truck load, contractor shall dispose of malba, rubbish & other

unserviceable materials and wastes at their own cost to the notified/specified dumping. The malba / rubbish shall required to be removed from site of work on daily basis, if the same is not removed a token penalty of Rs. 250/- per day shall be levied till the removal of malba. This shall be recovered from the bill. The contractor should not throw the malba from higher floors directly on the ground. It should be brought down through the staircase by the workers or proper chute should be installed for this purpose.

## **2. DUTIES & POWERS:**

- i. The duties of the Site Engineer(s) are to watch and supervise the works and the workmanship employed in connection with the works, and to test and examine any materials to be used. He shall have no authority to relieve the contractor of any of his duties or obligations under the contract nor, except as expressly provided here under, to order any work involving delay or any extra payment by the Institute, nor to make any variation in the works.
- ii. The Engineer-in-charge, from time to time in writing, delegates to the Site Engineer(s) any of the powers and authorities vested in them. Any written instruction or written approval given by the Site Engineer(s) to the contractor within the terms of such delegation (but not otherwise) shall bind the contractor and the Institute as though it had been given by the Engineer-in-charge provided always as follows:
  - a. Failure of the Site Engineer(s) to disapprove any work or materials shall not prejudice the power of the Engineer In-charge to subsequently disapprove such work or materials and to order the pulling down, removal or breaking up thereof.
  - b. If the contractor is dissatisfied by reason of any decision of the Site Engineer(s), he shall be entitled to refer the matter to the Engineer- in-charge, who shall thereupon confirm reverse or vary such decision.

## **3. ASSIGNMENT & SUBLETTING:**

The contractor shall not assign the contract or any part thereof or any benefit or interest therein or there under without the written consent of the Engineer In- charge. The whole of the works included in the contract shall be executed by the contractor except where otherwise provided in the contract. The contractor shall not sublet any part of the works without the written consent of the Engineer In- charge and such consent, if given, shall not relieve the contractor from any liability or obligation under the contract, and he shall be

responsible for the acts, defaults and neglects of sub-contractor, his agents, servants or workmen, as if they were the acts, defaults or neglects of the contractor provided always that the provision of labour contracts on a piece work basis shall not be deemed to be a subletting under this clause.

#### **4. PROPOSED ACTION IN CASE OF AN ACCIDENT AT SITE:**

In case of any serious accident at work site, the Institute may cause an enquiry / investigation into the accident and depending on the outcome of such enquiry / investigation, the institute may take such action against the contractor as may be deemed fit and appropriate in the discretion of the Director, IIT Ropar which may also lead to termination of the contract, and / or forfeiture of the security deposit made by the contractor, and / or the contractor may be may be debarred from applying for future works in the campus for a specified period.

#### **5. LOCATION**

The location of work is at IIT Ropar permanent campus, Rupnagar, Punjab. The contractor will be required to operate under the Climatic conditions as prevailing for the entire year.

#### **6. RELATED DOCUMENTS**

These additional specifications are to be read in conjunction with the specification given in the tender. In case any item/items or part thereof are not covered under these specifications, the same shall be carried out as per relevant part of the **CPWD General Specification for Electrical Works amended up to date**-CPWD Part-I 2013, HVAC – 2017, Part-III 2003 (Lifts & Escalators), Part-IV 2013 (Substations), Part-V 2020 (Wet Riser & Sprinkler System), Part-VII 2013 (D.G. Set), Part-VIII -2013(Gas Based Extinguishers), Relevant Indian Electricity Rules and Indian Electricity Act amended up to date; Relevant BIS specifications amended up to date; NBC 2016 amended up to date and ECBC-2017 amended up to date and as per direction of Engineer-in-Charge.

These additional specifications are to be read in conjunction with above and in case of variations; specifications given in this additional condition shall apply. However, nothing extra shall be paid on account of these additional specifications and conditions, as the same are to be read along with the schedule of quantities for the work.

## **7. Terminology**

The definition of terms used in these specifications shall be in accordance with relevant IS. All components shall conform to relevant Indian Standard Specifications, International Standards and shall bear the stamp of the testing laboratory wherever existing and amended to date.

## **8. Order of Preference:**

In case of discrepancy, if any, between the description of items as given in the Schedule of quantities, technical specifications for individual items of work (including additional and commercial conditions) and IS Codes etc., the following order of preference shall be followed:

- i. Schedule of quantities
- ii. Special Conditions
- iii. Technical specifications specified in the tender
- iv. General Conditions of Contract for CPWD Works
- v. Drawings
- vi. CPWD General Specifications
- vii. Relevant IS or any other international code in case IS code is not available.
- viii. Manufacturer's Catalogue, Specifications and Recommendations.

## **9. Site Information**

The work shall be carried out in a pre-occupied building, and working time may be restricted by the client, claims for idle labour(s) will not be entitled. The Bidder should in his own interest visit the site and get themselves familiarized with the site condition and have to upload an undertaking for site inspection as per Annexure-B of tender document.

## **10. Completeness of the tender, submission of programme, approval of drawings and commencement of work**

### **I. Completeness of the tender: -**

All sundry equipments, fittings, assemblies, accessories, hardware items, foundation blots, supports, termination lugs for electrical connections, cable glands, junction boxes and all other items which are useful and necessary for proper assembly and efficient working of the various equipments and components of the work shall be deemed to have been included in the tender, irrespective of the fact whether such items are specifically mentioned in the tender or not.

## **II. Safety Codes and Labour Regulations**

In respect of all labour employed directly or indirectly, for the execution of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provision, B.I.S. recommendations, factory act, and workmen's compensation act. CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the bidder liable for penalty. In addition the Engineer-in-charge, shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost incurred thereon from the contractor.

The contractor shall provide necessary barriers, signals and other safety measures wherever necessary so as to avoid accidents. He shall also indemnify CPWD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising therefrom during the execution of work. The contractor to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.

### **11. General security restrictions are given as under:**

- a. No inflammable materials including P.O.L. shall generally be stored at site of work.
- b. The movement of trucks and vehicles will be regulated in accordance with rules and regulations as approved by competent authorities.
- c. The contractor shall inform in advance, the truck registration number,
- d. Ownership of the trucks, names and address of the drivers and labour for necessary action by the security agency.
- e. Due to the site conditions, no space for construction of go down and stay of site staff may be allowed.
- f. Names and addresses of labourers/staff along with identity proof and residence address proof etc. working at site shall be furnished in advance for security verification for issue of passes.

- g. The labourers/staff should not be changed too frequently once the verification of the character and antecedents is done.
- h. As and when there will be security requirements, certain additional restrictions can be proposed as per the requirement of the situation.
- i. **IDENTITY CARDS:-** The identity cards will be issued to the workmen employed by the contractor after proper police verification for which Contractor shall submit a list of worker's to be deployed on site of work. The cost of photos would be borne by the contractor. They will be required to carry the identity- cards with them during their working inside the building.
- j. Due to security constraints, all the working personal may not be allowed to carry the mobile phone or any other electronic gadgets. The instruction of security personal in this regard shall be followed religiously.
- k. Therefore in view of the situation explained under above paragraphs the bidder must visit the site and must get himself acquainted with the proposed site of work, study specifications and conditions carefully before tendering rates. Nothing extra shall be paid on account of compliance of any of these clauses. The hindrance due to security constraints shall be not be accounted towards adjustment of completion time mentioned in the tender document.

## **12. Works to be arranged by the department**

Unless otherwise specified in the tender documents: Space for accommodating all the equipment and components involved in the works, shall be arranged by the Department. However, arrangement to make it lockable and its watch & ward shall be made by the contractor himself.

## **13. Works to be done by the contractor**

Unless otherwise mentioned in the tender documents, the following works shall be done by the contractor and therefore, their cost shall be deemed to be included in their tendered cost- whether specifically indicated in the schedule of work or not: -

- a. Suspenders, brackets and supports for suspending/ supporting cable tray etc.
- b. Sealing of all floor slab/wall openings provided by the Department or made by the contractor for laying of pipes & cables from fire safety points of view.
- c. Painting of all exposed metal surfaces of equipments and components appropriate colour as per relevant part of bid document.

- d. Making opening in the wall/floors/slabs or modifications in the existing openings wherever provided for cable/cable tray etc. Opening in the slab/retaining walls/brick wall etc. shall be made by means of core cutting machines only.
- e. All electrical works including cable/wires, earthing etc. beyond power supply made available by the department.
- f. Making good all damages caused to the structure during installation and restoring the same to their original finish.
- g. Approval from Local Body as may be required as per local bye-laws. (The contractor's responsibility shall be limited to the work executed by him.)
- h. The water and power supply for installation, testing and commissioning of the complete installation shall be made available by the contractor themselves.

#### **14. Rates**

The rate quoted by bidder, shall be firm and inclusive of all taxes including GST, duties and levies and all charges for packing, forwarding insurance, freight and delivery, installation, testing, commissioning etc. at site including temporary constructional storage, risks, overhead charges, general liabilities / obligation etc. No separate reimbursement shall be made on this account. However, statutory deductions shall be made from the bills, as per rule. The rates quoted by the bidder shall also be inclusive of all this, nothing extra shall be paid on this account.

Quoted Rates should be inclusive of all taxes & levies including EPF/ ESIC. It will be the responsibilities of the contractor to provide EPF / ESIC and other facilities to their employees as per current labour laws. Any changes in wages of Manpower deputed on site can be charged extra. The justification / document shall be furnished by the successful bidder in order to charge an extra amount on account of wages.

#### **15. Taxes and duties**

The tender is for entering into a items rate works contract. The rates quoted shall be inclusive of all manpower, materials, prevailing taxes, duties, levies, Cess, freight and delivery, labour for installation, testing, commissioning etc. at site including temporary constructional storage, risks, overhead charges, general liabilities / obligation etc. No separate reimbursement shall be made on this account. Statutory deduction on account of GST, Income Tax, Labour Welfare Cess etc, as applicable on Original work, (Except credit items) shall be made at source from each running /final bill payment. A certificate of TDS shall be issued by the department to the contractor.

## **16. Acceptable makes**

The acceptable makes of the various equipment/ components/ accessories have been indicated in “Acceptable Makes” annexed with this document. The bidders shall work out the cost of the offers on this basis. Prospective bidders are to quote as per the acceptable makes specified in the tender documents. However, all departure from the specifications and also from the Acceptable Makes of the equipments / components have to be brought down in the forwarding letter to this tender. However, the departures taken by the bidders shall be evaluated at the time of Technical Evaluation, based on the documentary evidence and also their past performance & provenness in case of the alternative makes, if any. Except for the departures brought down in the forwarding letter to the tender, it is presumed that intending bidder confirms compliance to the tender specifications in all respect. Successful bidder is to comply with the Public Procurement (Preference of Make in India), Order 2017 Revision-dated 23-07- 2020 of Govt. of India, while executing the contract. If any provision is made elsewhere in this NIT, which in contravention with the Make in India policy, the latter shall have preference over the former. Engineer-in-charge will have the final authority to take appropriate decisions in the matter.

## **17. Execution**

### **a. Machinery for Erection**

All tools and tackles required for unloading/handling of equipments and materials at site, their assembly, erection, testing and commissioning shall be the responsibility of the contractor.

### **b. Dispatch of Materials to Site and their Safe Custody**

The contractor shall dispatch material to site in consultation with the Engineer-in-Charge. Suitable accommodation shall be made available free of charge temporarily. The arrangement to make it lockable/secure by means of partitions, locks etc. shall be responsibility of the contractor. Watch and ward however, shall be the responsibility of contractor. Program of dispatch of material shall be framed keeping in view the building progress. Safe custody of all machinery and equipment supplied by the contractor shall be the responsibility of the contractor till final taking over by the department.

### **c. Extent of Work**

The work shall comprise of entire labour including supervision and all material necessary to meet a complete installation and such tests and adjustment and commissioning, as may be required by the department. The term complete installation shall not only mean major items covered by the specification but all incidental sundry components necessary for complete execution and satisfactory performance of installation with all layout charts whether or not those have been mentioned in detail in the tender documents in connection with this contract as this is a turnkey job.

**d. Compliance with Regulations and Indian Standards:**

All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following:

- a. Factories Act.
- b. Indian Electricity Rules.
- c. B.I.S. & other standards as applicable.
- d. Workmen's compensation Act.
- e. Statutory norms prescribed by local bodies like CEA, Power Supply Co., Local Body etc.
- f. Nothing in this specification shall be construed to relieve the successful bidder of his responsibility for the design, manufacture and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and safety codes.
- g. Successful bidder shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labour employed on the work by the bidder. Failure to provide such safety requirement would make the bidder liable for penalty of Rs. 500/- for each default. In addition, the department will be at liberty to make arrangement for the safety requirements at the cost of bidder and recover the cost thereof from him.

**h. Indemnity**

The successful bidder shall at all times indemnify the department, consequent on this works contract. The successful bidder shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipments and ancillary equipment under the supervision of the successful bidder in so far as the latter is

responsible. The successful bidder shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful bidder on account of the above.

**i. Co-ordination with other Agencies**

The contractor shall co-ordinate with all other agencies involved at the site of work so that the work of other agencies is not hampered due to delay in his work. The work, which directly affects the progress of work of other agencies, shall be given priority.

**j. Quality of Materials and Workmanship**

- i.** The components of the installation shall be such design so as to satisfactorily function under all conditions of operation.
- ii.** The entire work of manufacture/fabrication, assembly and installation shall conform to sound engineering practice.
- iii.** All equipments and material to be used in work shall be manufactured in factories of good repute having excellent track record of quality manufacturing, performance and proper after sales service.
- iv.** All equipments and materials to be used in the work shall be brand new having its date of manufacturing not more than 12 months old from the date of delivery at site with manufacturer's certificates, warrantee cards, technical catalogues, instructions, manuals and wiring diagrams etc.

**18. Inspection of materials and equipments:**

**a.** Materials and equipments to be used in the work shall be inspected by the departmental officers. Such inspection will be of following categories:

- a.** Inspection of materials / equipments to be witnessed at the Manufacturer's premises in accordance with relevant BIS / Agreement Inspection Procedure.
- b.** To receive materials at site with Manufacturer's Test Certificate(s)
- c.** To inspect materials at the authorized dealer's Godown to ensure delivery of genuine materials at site.
- d.** To receive materials after physical inspection at site.
- e.** Adequate care to ensure that only tested and genuine materials of proper quality are used in work shall be ensured by firm. The firm shall ensure that:

**b.** Material will be ordered & delivered at site only with the prior approval of the department to ensure timely delivery.

- a. As and when the order is placed for the fittings / fixtures, cables, switchgears, poles, rising main, other main items etc, its copy shall be endorsed to the CPWD Engineer-in-charge.
- b. The firm will be required to procure material like exhaust fans, MCB's & DB's, switches & sockets, wires & cables, conduits and switchgears etc directly from the manufacturer/ authorized dealers to ensure genuineness & quality and as per the approved makes only. Proof in this regard shall be submitted by the contractor if required by the department.
- c. Inspection at factory or at Godown of the manufacturer, as required, shall be arranged by the firm for a mutually agreed date. Certificate for genuineness of the fittings shall have to be provided duly signed by the manufacturer's officer not below the rank of Regional Manager.
- d. Delivery of material shall be taken up only with the consent of department, after clearance of the material.
- e. Department shall reserve the right to waive inspection in lieu of suitable test certificate, at its discretion.
- f. Similarly, for fabricated equipments, the contractor will first submit dimensional detailed drawings for approval before fabrication is taken up in the factory. Suitable stage inspection at factory also will be made to ensure proper use of materials, workmanship and quality control.
- g. The contractor shall give a trial run of the equipments and machinery for establishing its capability to achieve the specifications within laid down tolerances to the satisfaction of the Engineer-in-charge before commencement of work.

#### **19. Final inspection and testing**

1. Final Inspection and testing will be done by the Engineer-in-Charge or his representative as per details indicated in relevant section of Technical Specifications.
2. The installation will be offered for inspection by local bodies, if required. The contractor or his representative shall attend such inspection of the Local Fire authority, Local Body etc, if any and extend all test facilities as are considered necessary, rectify and comply with all observations of the Local Fire authority, Local Body etc, if any, which are part of the agreement and arrange for obtaining necessary clearance certificate in favor of department. In case contractor fails to attend the inspection and make desired facilities available during inspection, the department reserves the right to provide the same at the risk

and cost of the contactor and impose penalty for the same. The installation will be accepted by the department only after receiving clearance from Local Fire authority, Local Body etc, for the work executed by the contactor under the agreement.

**20. Warranty**

The contactor shall warranty the complete system to maintain the specified conditions under all conditions of ambient temperature.

- a. All equipments shall be warranted for a period of at-least 12 months or as per Manufacturer's standard whichever in more, from the date of acceptance and taking over of the installation by the department against unsatisfactory performance and/ or breakdown due to defective design, material, manufacture, workmanship or installation. The equipment or component or any part thereof so found defective during the guarantee period shall be repaired or replaced free of cost to the satisfaction of the Engineer-in-Charge. In case it is felt by the department that undue delay is being caused by the contactor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of Engineer-in-Charge in this regard shall be final.

**21. Terms of payments:**

Following payment terms shall be applicable.

- a. No advance payment shall be made.
- b. Quarterly payment on prorata basis against bills shall be admissible.

**22. Special condition for safety at the work site**

The contractor will identify one of the supervisors for taking care of implementation of Safety systems. The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

- a. Smoking is strictly prohibited at the workplace.
- b. Nobody is allowed to work without wearing a safety helmet. Chinstrap of the safety helmet shall be always on. Drivers, helpers and operators are no exception.
- c. No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level.
- d. No one is allowed to work without adequate foot protection. Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping,

welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.

- e.** All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.
- f.** All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach is to be ensured into every excavation.
- g.** Adequate illumination at the workplace shall be ensured before starting the job at night.
- h.** All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.
- i.** Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
- j.** Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tress-passers from entering the area.
- k.** Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
- l.** All electrical connections shall be made using 3 or 5 core cables, having an earth wire.
- m.** Inserting of bare wires for tapping the power from electrical sockets is completely prohibited.
- n.** A tools and tackles inspection register must be maintained and updated regularly.
- o.** Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.
- p.** All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
- q.** No children shall be allowed to enter the workplace.
- r.** All the lifting tools and tackles shall be stored properly when not in use.
- s.** lamps shall be used on Return cables to ensure proper earthing for welding works.
- t.** Return cables shall be used for earthing.
- u.** All the pressure gauges used in gas cutting apparatus shall be in good working condition.
- v.** proper eye washing facilities shall be made in areas where chemicals are handled.
- w.** Connectors and hose clamps are used for making welding hose connections.

- x. All underground cables for supplying construction power shall be routed using conduit pipes.
- y. Spill trays shall be used to contain the oil spills while transferring / storing them.
- z. Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.

**23. Quality assurance plans:**

**a. internal & external electrical work:**

- i. For Internal and External electrical works, the bidder should have valid electrical contractor license from competent authority in the name of the contractor.
- ii. Electrical agencies shall submit the fortnightly labour report.
- iii. Sample of materials like pipe, conduits wires, of each size etc. may be got tested in the laboratory approved by Engineer -in charge, as and when desired by Engineer-in-charge. All the materials intended to be used in the work shall be got approved by Engineer-In-Charge before use at site.
- iv. Fish wire shall be provided in each conduit where wiring is not carried out.
- v. Extra item, substitute item, deviation etc. shall be carried out only with written permission of competent authority.
- vi. Necessary documents of handing / taking over of the installation will be duly signed by the parties namely JR (E&M) and the main contractors.
- vii. The contractor will have to ensure that the skilled / Semi skilled labour, engaged in the execution of the work must possess valid electrical license / qualifications, otherwise he will not be permitted to execute the work.
- viii. The contractor shall be responsible for removal of all defects in the work during the defect liability/guarantee/warranty period. The department shall carry out routine maintenance only. However, if any failure is noticed during this period which is attributable to poor quality of material and bad workmanship, the contractor will be required to rectify the same at his own cost, failure of which the department will be at liberty to get the defects rectified at the risk & cost of the contractor. The contractor will also be required to carry out his own inspection/testing during the guarantee/warranty period and attend to any defect taking place during this period.
- ix. Material required for the work shall be brought at site at the appropriate time keeping in view the requirement of material depending on progress of the work.

- x.** The work shall be carried out as per direction of Engineer -in-charge and CPWD specifications for Electrical Works.
- xi.** Taxes, levies etc. as applicable shall be deducted from the contractor's bill. No Road Permit/ From 31 etc. shall be issued by the Department. The rates quoted shall be inclusive of all taxes, duties, levies, T & P and petty items like including log book, complaint register duster, Mobil oil, test lamp etc. and no advance payment will be made.
- xii.** The materials supplied shall be new (Manufactured not earlier than 6 months before the date of quotation opening) and preferably ISI marked. Test certificate / reports and warranty certificates as required shall be provided by the agency to the entire satisfaction of Engineer-in-Charge before bill submission for payment.
- xiii.** The labour deployed site for execution of work shall take all safety precautions and the contractor shall be responsible for compliance of all labour regulations, liabilities and safety measures. If CPWD is not satisfied with the performance of labour, then alternate staff is to be provided immediately.
- xiv.** All required documents shall be provided for verification of the staff deployed at site for execution of work.
- xv.** The contractor shall be required to possess during the full currency of the contract a valid license for employing contract labour from the appropriate licensing authority under the contract labour (Regulation and abolition) act 1970. The contractor shall be solely responsible for compliance of various statutory obligation (including the financial liabilities) under contractor labour regulation & abolition Act. Minimum wages act etc. and other applicable laws and rules framed their under from time to time. Contract workers are to be paid not less than fair wages which means wages fixed by CLC, Govt. of India under the provisions of the Minimum Wages Act. Wages due to the worker shall be paid to him directly by the contractor through Bank or ECS or Online transfer to his bank account and receipt of wages shall be attested by the worker concerned.
- xvi.** The contractor shall depute 01 (ONE) nos. Service Personnel - (Technician having 2-year experience in service / maintenance of Lifts with ARD) who shall remain present at site throughout the AMC period, failing which recovery shall

be made from the contractor in the event of not fulfilling provision at the rate of Rs. 15000/- Per Month / per person.

**xvii.** The contractor will have to arrange his own T & P required for the work. The department will not arrange any T & P and nothing shall be paid on this account. The Site service personnel should possess the following:

1. Earth Tester Megger 500 V / 2500 V
2. Line Tester, Test Lamp
3. Vernier Caliper / Wire Gauge
4. Spanner Kit.
5. Chase Cutting Machine
6. Crimping Tools
7. Multi Meter & Tong Tester
8. Aluminium Ladder –Single / Foldable / Trolley Mounted
9. Chain Wrench/Pipe Wrench.
10. Hydrometer.
11. Lux Meter (Digital)

**xviii.** No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall also not be allowed to erect any temporary set up for staff in the campus.

**xix.** The Site Engineers and all deputed staff shall carry mobile telephones(s) to enable the Engineer-in-charge or his representative to have easy and quick communication. Nothing extra shall be paid on account and his quoted rates for various items under this contract will be inclusive of this obligation. Contractor is bound to give all the telephone no. of their staff deployed at site to the Engineer in charge, immediately after award of work.

**xx.** Safety codes and Labour Regulations:- In respect of all labour employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for safety provision as per the statutory provisions, B.I.S. recommendations, factory act, workman's compensation act, CPWD code and instruction issued from time to time. Failure to provide such safety requirement would make the bidder liable for penalty as per Part-A for each default. In addition the Engineer-in-charge, shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor. Safety of the staff employed will be the responsibility

of the contractor. CPWD will not be responsible for any mishap, injury / accident or death of the staff. No claim in this regard shall be entertained / accepted by the department.

- xxi.** Contractor shall be fully responsible for any damages caused to govt. property or allottee's property by his or his labour during the carrying out the work. All such damages shall be rectified by the contractor at his own cost, failing which the same will be got rectified by Engineer-in-charge and the expenditure incurred shall be recovered from the contractor bill. The watch and ward of installation shall be the responsibility of the contractor.
- xxii.** All the items to be replaced should be of same specifications or better with ISI marked or as approved by the Engineer-in-charge. Makes of the items used has been specified, however if make of any item not mentioned below same will be used ISI marked after getting approval by Engineer- in-charge. Dismantled items as received from the site shall be the property of the Govt. and required to be handed over to AE/JE (Electrical) in store.
- xxiii.** Contractors are requested to inspect the site before quoting their rates for the tender; later on no further claims in this regard shall be entertained.
- xxiv.** After the completion of the contract, the firm shall have to hand over complete installation to the department in good working condition. All defects and deficiencies shall have to be rectified by the firm to the entire satisfaction of Engineer-in-charge failing which the work shall be got done at the risk and cost of the firm. Any damage caused to the fittings/ switch gears/ installations/ machinery as a result of execution of this work shall have to be made good by the contractor at his own risk and cost.
- xxv.** The staff engaged has to be courteous and maintain good behavior at site. Any person find discourteous or misbehavior shall have to be replaced within 48 hours, failing which, the Engineer- in-Charge has the power to cancel the contract, and the contractor shall have no claim of compensation. Decision of the Engineer-in-Charge shall be final and binding on the contractor. The contractor shall submit the name, address & character certificate of the worker/ staff employed by them at the site of work to the Engineer-in-Charge before start of the work.
- xxvi.** The staff of the contractor shall maintain the complaint register, logbooks, job diary, maintenance records and registers, which will be supplied by the

contractor. The staff should wear clean uniforms and badges (Name plate) to be supplied by the contractor.

**xxvii.** The contractor has to arrange Dress, petty items like Soap, Duster, Complaint Register / Log- book, Mobil Oil, Test lamp, PVC Tape, Screws / Lugs, jute, old cotton, grease, distilled water, petroleum jelly, T & P etc. (Other items as and when required shall be paid extra as per actual requirements including during free Annual Servicing by OEM / Authorized Agencies etc. Nothing extra is payable on account of the materials required to maintain the HVAC installation. All the equipment's and installations shall be maintained in neat and clean condition.

**xxviii. Lowest bidder shall submit along-with the performance guarantee after acceptance of tender, an undertaking from the OEM on following for specialized (E&M) works: -**

- a. Authorization certificate / Affidavit to confirm their association from OEM of Omega Lifts.
- b. The OEM shall unconditionally support the lowest bidder technically throughout the execution of contract as well for Maintenance / Comprehensive Maintenance Contract for useful life of the system.
- c. OEM shall provide all spares required for healthy functioning of the equipments for entire life of equipments.
- d. Officers of the department may conduct inspection before dispatch of equipments/ materials at manufacturer's works. The contractor has to arrange facilities for inspection of equipments/ materials including conducting the required tests in the manufacturing unit.

**24. Lifts: - comprehensive maintenance**

- i. The work shall be done as per standard manual of respective OEM of lifts & ARD, CPWD specification Part- III & Local Bodies Rules as amended up to-date.
- ii. Comprehensive maintenance of the lift and ARD shall be carried out through respective Original Equipment Manufacturer (OEM) only. Contractor shall associate respective OEM once work is awarded. Replacements of all consumable items i/c batteries of ARD are included in the contract.
- iii. The comprehensive maintenance shall be provided along with monthly services and systematic planned preventive maintenance by the contractor. The representative of the Engineer-in-charge of the site/ building shall be present

while carrying out the work under this contract. In case the representative of Engineer-in-charge is not present, the work shall be carried out in his absence and entries made in the proforma kept in accessible positions like machine room etc. Some of the main activities in routine maintenance program shall be

- a. Inspection of all safety equipment and systems.
- b. Oiling and lubricating moving and other parts.
- c. Adjusting sensitive parts and safety parts.
- d. Replacing damaged parts or worn-out parts that have reached the limit.
- e. Cleaning of all lift parts in the machine room, lift car and pit.
- iv. The contract includes all the spare parts required to be replaced as required to maintain the lifts in working orders at all times. All the sundry materials like cotton waste, CFL/LED lamps, ARD batteries, fans, accessories within lift car, T&P etc. are included in the contract.
- v. The maintenance of lifts shall be done as per the manufacturer's maintenance Manual. However, the maintenance schedules, if maintained by the department shall also be followed by the contractor after doing the necessary maintenance work. Annual safety certificate shall be got issued by the lift manufacturers after thorough inspection.
- vi. Every call backs during office hours may be attended by the contractor promptly except for Sundays, January 26<sup>th</sup>, August 15<sup>th</sup> and October 2<sup>nd</sup>. However Mantraps and emergency calls shall be attended irrespective of non office hours Sunday and holidays.
- vii. This contract covers the complete parts of lifts including ARD system and nothing shall be paid extra for the same. However, the following works are not covered under the scope of the maintenance under this contract, and includes all items except damaged by external person.
- viii. Only authorized persons of the contractor shall be allowed in the premises for carrying out of the maintenance work.
- ix. The contractor shall be responsible for any accident occurring during the period the maintenance or any other work is being attended by the contractor on the lifts.
- x. The contractor shall be responsible for any damage caused to the equipment/building during the execution of the maintenance work.
- xi. The contractor should be registered with the suitable authorities for undertaking AMC works of lifts. The contractor shall be responsible to coordinate with the

authorities for the inspection of lift equipment as per local by laws. However, the statutory fee payable for this purpose shall be reimbursed by the Department on submission of documentary evidence.

- xii. In case the lifts are replaced, the agency will have to get the comprehensive maintenance done from the respective manufacturer from whom the lift is installed and nothing extra shall be paid on account of the change of make including the operation of such lifts.
- xiii. In case the lifts are replaced and maintenance is carried out by the respective manufacturer, no payment shall be made for the same for the period covered under maintenance / warranty period.

**25. List of approved makes**

The materials of first quality from the list provided having minimum local content as per DPIIT PPP-MII ORDER are to be used. In case it is established that the brands specified below are not available in the market, the contractor shall submit an alternative proposal for the approval of the Engineer- in-Charge. When two or more alternative brands have been mentioned, the brand to be finally used shall be as decided by the Engineer-in-Charge and as per sample approved before procurement & Installation. The contractor shall submit samples of all materials within 7 Days before procurement for approval and shall procure directly from the manufacturer or their authorized distributor / dealers only.

**26. SCOPE OF WORK:**

The Comprehensive AMC shall include routine & preventive maintenance and comprehensive breakdown maintenance as and when required along with getting all clearance from statutory bodies and OEM.

**ACCEPTABLE LIST OF MATERIALS**  
**LIST OF APPROVED MAKES/AGENCIES**  
**FOR WORKS COVERED UNDER THIS CONTRACT**

The materials of first quality from the above preferred makes having minimum local content as per DPIIT PPP-MII ORDER are to be used. In case it is established that the brands specified below are not available in the market, contractor shall submit alternative proposal for the approval of the Engineer- in-Charge. When two or more alternative brands have been mentioned, the brand to be finally used shall be as decided by the Engineer-in-Charge and as per sample approved before procurement & Installation. The contractor shall submit samples of all materials within 7 Days before procurement for approval and shall procure directly from the manufacturer or their authorized distributor / dealers only.

1	Spares/material required for AMC and repair of Lift	From Omega or the exact same make used in the Lift.
2	FRLS PVC insulated, copper conductor single core cable (Standards) / Control / LAN / TV / TEL/ LT / HT Cables (ISI Marked)	L&T /Havells /Polycab /Finolex / RR Kabel / KEI
3	Modular Switch / Modular Socket outlet / Modular G.I. Box and cover plate / Fan Regulator	Legrand –Arteor / MK-Element/Schneider-Zencelo/North west(Stylus plus) / Kolors Krest
4	MS / PVC Conduit i/c accessories ISI Marked	BEC / AKG / Pressfit / Precision / Finolex /Pressfit
5	GI Pipe (ISI Marked)	Tata / Jindal- Hisar/ Nezone / SAIL / Zenith
6	DWC HDPE Pipe and	Dura line / Gemini / Coronal/ Supreme /

	accessories	Zen Plasto
7	MCB/MCB DB, prewired MCB DB and industrial socket and Isolators / RCCB	Legrand /Siemens /L&T /ABB/Schneider /Hager/C & S
8	MCCB (Ics =100% Icu)/ Surge protection Device / timer/ Starter / Contactor / Relay / Panel Accessories	L&T/ Schneider /Legrand/Siemens / ABB / Merlin Gerin
9	Cable End Looping Box / SMC Junction Box	Hensel/ Sintex / MK
10	Fire Extinguishers	Safex/ Minimex/ Superex/ Ceasefire / Lifeguard / Omex
11	Tube Starter / Fan Capacitor / Batten Holder / Piano type switch / socket- ISI Marked	Philips / L & T / Havells / Crompton-Greaves / Vinay / CONA / Anchor- Roma/ Surya / Kolors / MK / Epcos / Bajaj

# PART – C

**Note:** Price bid should be uploaded in given BOQ\_XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference.



Help

## Item Wise BoQ

**Tender Inviting Authority:** Indian Institute of Technology Ropar

**Name of Work: Comprehensive Annual Maintenance Contract of Omega make Goods Lifts installed in SAB Part-Á at IIT Ropar**

**Tender No: IITRPR/ENM/T/25/36**

Name of the Bidder/ Bidding Firm / Company :											
<b>PRICE SCHEDULE</b> <b>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )											
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #			
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Quoted Currency in INR / Other Currency	Rate Including GST and other taxes Rs. P	TOTAL AMOUNT INCLUDING TAX col (14) = sum (8) to (13) in	TOTAL AMOUNT In Words			
1.01	Comprehensive annual maintenance contract of lifts which including routine, preventive and breakdown maintenance for a period of one year including repair / replacement of worn out items with minimum downtime and warranty & grantee of repaired / replaced items complete with all accessories including all taxes, with GST transportation charges, Octroi, material charges and manpower. Nothing will be paid extra.										
1.02	For 1st year	item1	1.00	Nos.	INR		0.00	INR Zero Only			
1.03	For 2nd year	item2	1.00	Nos.	INR		0.00	INR Zero Only			
1.04	For 3rd year	item3	1.00	Nos.	INR		0.00	INR Zero Only			
1.05	For 4th year	item4	1.00	Nos.	INR		0.00	INR Zero Only			
1.06	For 5th year	item5	1.00	Nos.	INR		0.00	INR Zero Only			
Total in Figures							0.00	INR Zero Only			
Quoted Rate in Figures				Select		%	0	Zero Only			
Quoted Rate in Words	INR Zero Only										