



No.5163(2)/Bldg./AMC-DBL/2017

# NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

## OPEN TENDER DOCUMENT FOR PROVIDING COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR LIFTS (CAMC for LIFT) NIFT – BENGALURU

NIFT CAMPUS, No. 21, 16th Cross, 27th Main Road, Sector – I,  
H.S.R. Layout, Bengaluru – 560 102  
Phone: 91-80- 2255 2550 to 55, Fax no. 91 80 2255 2566,  
E-mail: [bngnift@nift.ac.in](mailto:bngnift@nift.ac.in), [admin.bengaluru@nift.ac.in](mailto:admin.bengaluru@nift.ac.in)  
Website: <http://www.nift.ac.in/bengaluru/businessopportunities.html>

**Tender No. 08/5163(2)/Bldg./AMC-DBL/2017**

### Time schedule for tender process:

Date of publication of tender notification on official website and News Papers	15.12.2017
Sale of tender document commence from	15.12.2017
Last date for Sale of tender document	11.01.2018 up to 10.00 am.
Last date for receipt of duly filled in tenders	11.01.2018 up to 11.00 am.
Date and Time of the opening Technical Bids	11.01.2018, 11.30 am.
Date and Time of the opening Financial Bids	will be notified to the technically qualified renderers

**Note:** *This tender document contains 11 pages and tenderers are requested to sign on all the pages.*



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## **Introduction:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Bengaluru Centre has been functioning since August, 1997 with undergraduate and post graduate programs at No. 21, 16th Cross, 27th Main Road, Sector-I, HSR Layout, Bengaluru.

## **2. NOTICE INVITING TENDER**

The NIFT Bengaluru Centre invites sealed tenders under "**TWO BID SYSTEM**" for selection of CAMC for LIFT as per specification enclosed in "Annexure - II".

The bidder shall quote against the above enquiry with their most competitive rates (item wise as listed under Annexure-II in the tender document).

The details of the tender are given below:-

- a. **Closing date & time for submission of bids: on or before 11.00 am on 11.01.2018.**
- b. **Date & time of opening of Bid:**
  - I. Technical bid: **11.01.2018 at 11.30 am** (in presence of the Tenderers or their authorized representatives).
  - II. Financial bid : After evaluation of Technical Bid
  - III. Bid validity up to: 90 days from the date of opening of financial bid
- c. **Correspondence Address: The Director, National Institute of Fashion Technology, NIFT Campus, No. 21, 16th Cross, 27th Main Road, Sector-I, HSR Layout, Bengaluru – 560 102**

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General Terms and Conditions and Compliance to the scope of work requirement etc.

Tender documents for CAMC for LIFT at NIFT BENGALURU Centre, No. 21, 16th Cross, 27th Main Road, Sector-I, HSR Layout, Bengaluru – 560 102 can be obtained from office of the **Purchase Officer from 15.12.2017 to 11.01.2018 on all working days between 10 A.M. to 3.00 P.M. on payment of a non-refundable cost of Tender of Rs.236/- (Rs.200/- plus 18% of GST) which shall be payable in the form of a Demand Draft (DD) drawn in favour of NIFT, payable at Bengaluru.**

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website <http://www.nift.ac.in/bengaluru/businessopportunities.html>. The tenderer who have downloaded the tender document from the website should enclose a Demand Draft of Rs.118/- (non-refundable) drawn in favour of NIFT, payable at Bengaluru towards the cost of tender document.

The Tender Fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the Financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should be kept in a cover which should also be sealed & duly super scribed as "CAMC for LIFT, Bengaluru centre", **NIFT Campus, No. 21, 16th Cross, 27th Main Road, Sector-I, HSR Layout, Bengaluru – 560 102.**

In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT:

- a. Mr. M. Ramasamy, Asst. Director, Mob. 99451 65569, Email: admin.bengaluru@nift.ac.in

### 3. **CRITERIA FOR THE SELECTION OF Agency:**

#### A. Technical Bid:

#### **Technical Bid - CAMC for LIFT (To be sealed in Envelope super scribing "Technical Bid")**

S.N.	Description	Details of Agency
1.	Name of the Agency :	
2.	Name of the authorized person : (who signs on the tender document)	
3.	Address of the Agency :	
4.	Phone No :	
5.	Email- address:	
6.	Mobile No. :	

## Eligibility Criteria for Selection:-

S.No.	Documents to be submitted	Proof Required
1.	The proof for CAMC for LIFT should be three years' experience.	(To be Attached)
2.	The Proof of Annual Turnover for up to Rupees Ten lakhs per year for last 2 years in the form of Audited Balance Sheet (Year of 2015-16 and 2016 -17)	(To be Attached)
3.	A List of organizations where the supplier has currently AMC provided	(To be Attached)
4.	Two AMC orders of Govt./ Autonomous bodies and PSU each.	(To be Attached)
5.	Registration Certificate in support of VAT No./ TIN No. / GST & validity etc.	(To be Attached)
6.	Copy of PAN/TAN number of the firm/Company for Income Tax.	(To be Attached)
7.	Earnest Money Deposit (EMD) in the form of Demand Draft of Rs.5,000/- in favour of NIFT payable at Bengaluru.	DD. No. Dated: Amount: Rs:5000/-
8.	Tender cost should be enclosed with Technical Bid in the form of Demand Draft in favour of NIFT payable at Bengaluru (Rs.200/- plus 18% of GST)	DD. No. Dated: Amount: Rs:236/-
9.	Declaration that the supplier has not been debarred from participating in Tender anywhere in NIFT HO and Centres.	(To be Attached)
10.	Certificates in support of all Statutory Registrations	(To be Attached)
11.	License issued by appropriate authority	(To be Attached)
12.	Authorization certificate / proof of similar kind of work carried out issued by Original Equipment Manufacturer (OEM) in case of other than OEM.	(To be Attached)

Signature and Seal of Tenderer: \_\_\_\_\_



#### **4. TERMS & CONDITIONS**

1. The tenderer shall depute technically qualified executive to coordinate with NIFT team.
2. A Demand Draft of **Rs.5,000/- (Rupees five thousand only)** is required to be deposited as Earnest Money Deposit (EMD) in favour of **NIFT, Payable at Bengaluru** along with Sealed Tender (Technical Bid). Any bid not accompanied by required EMD, shall not be considered. The Earnest Money Deposit will be returned to the bidders except the successful bidder as soon as the tender for awarding. No interest will be paid on EMD.
3. **The date of the Demand Draft (DD) will be after the publication of this tender notification.**
4. The L1 Tenderer shall deposit **8% of the total cost quoted** for Performance Security Deposit to NIFT, within two week after awarding Order. No interest shall be paid on security deposit which will be returned after successful supply and after adjusting dues, if any.
5. Correction, if any, must be signed by the Tenderer.
6. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited. In case of the successful bidder, if he fails to furnish the required Security Deposit within the specified time limit, i.e., within two week.
7. **Tenders after due date shall not be considered at all. Late submission is also not accepted.**
8. The rate offered must be filled in the NIFT proforma of the tender form (Annexure II - Financial Bid). Any correction/over writing/insertion should be initialed by the tenderer in the Financial Bid.
9. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors **(as shall be decided by NIFT)** besides the financial bid.
10. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions. No Paper shall be detached from the tender document.
11. Tender shall be accompanied by the relevant documents including the following:

#### **"Annexure - I"**

- I. The proof of three years' experience.
- II. The proof of Annual turnover of the firm should be minimum Rupees Ten Lakhs per annum for last two years in the form of Audited Balance Sheet for the year 2015-16 and 2016-17. The document in support of the same should be enclosed along with the Technical Bid.
- III. A list of organizations where the vendor has currently provided AMC.
- IV. Two AMC work orders with Govt./Autonomous bodies or PSU to be attached.
- V. Registration Certificate in support of VAT No/ TIN No / GST & Validity etc.
- VI. Copy of PAN/TAN number of the firm/company for Income Tax.

- VII. EMD should be enclosed with Technical Bid in the form of Demand Draft (DD) in favor of NIFT payable at Bengaluru.
  - VIII. Tender form cost should be enclosed with Technical Bid in the form of Demand Draft (DD) in favor of NIFT payable at Bengaluru.
  - IX. The Tenderer has to declare that he has not been debarred from participation in tender anywhere in NIFT HO & any other campuses.
12. In case **L-1** is more than one, then the Technical qualification of the Tenderer shall be the criteria and the decision of NIFT shall be final.
13. Conditional Bids/Vague offers like "**Duties as applicable**" shall not be considered.
14. **Penalty for Non-Compliance:-**
- I. Inferior quality and defective materials shall under no circumstances be accepted by the NIFT.
  - II. In case any damage or defect is discovered after CAMC which is ascribable by the supplier, he shall be bound to replace such damage / defect at his own cost to the satisfaction, and within the time limit fixed by the NIFT for the purpose.
  - III. In case of the delivery of any defective material which, owing to urgency or any other reason, cannot be rejected wholly, the NIFT shall deduct such sums from the concerned supplier's bills as may be considered proper.
  - IV. The rejected material shall lie in the NIFT premises entirely at the supplier risk.
  - V. The tenderer will be expected to remove it at the earliest at the cost of the supplier. However, if such rejected material is not removed within 7 days of notice to the tenderer regarding rejection, NIFT shall have the right to dispose of such material as it deems fit.
15. Break down / Complained has not to be rectified with in 3 days, else a penalty of Rs.500/- per day shall be levied by NIFT, Bengaluru thereafter NIFT shall have right to terminate the whole contract.
16. Tenders once submitted shall not be allowed to be withdrawn, altered or cancelled in part or in whole.
17. The Security Deposit will be released after completion of CAMC after deduction if any due.
18. If the job is returned by the firm unexecuted after accepting the same, earnest money shall be forfeited in full and order will be got executed at firm's risk from some other firm. The firm shall also be liable to be black listed.
19. If the execution of the order is not up to the standard, suitable deductions will be made or the entire order shall be rejected by NIFT, as the case may be, at the cost of firm risk.
20. **Conciliation/Arbitration:**
- I. If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by Director-NIFT.
  - II. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed

- above shall be referred to & settled by the sole Arbitrator to be appointed by Director – NIFT.
- III. The arbitration proceedings shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
  - IV. The arbitration proceedings shall be in English.
  - V. The arbitrator will give a speaking & reasoned awarded.
  - VI. The cost incurred during arbitration, if any, shall be borne by the supplier.
21. **Applicable Law & Jurisdiction:** All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court shall be based upon the NIFT, Bengaluru.
  22. NIFT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NIFT action.
  23. Successful bidders should execute a Contract Agreement with NIFT on a Non-Judicial Stamp paper of Rs.100/-.
  24. The rate offered must be filled in the NIFT proforma of the tender form (Part II - Financial Bid). Any correction/over writing/insertion should be initialed by the tenderer in the Financial Bid attached with this document.
  25. Having read and understood all the terms & conditions of tender documents, I agreed to accept the same, if at any stage non-compliance has been observed at my end, NIFT, Bengaluru will be having absolute right to terminate the contract, impose penalties or initiate legal proceedings, for which I shall remain liable.
  26. NIFT will have the right to cancel, if CAMC not done in time or do not to meet the specifications of NIFT. If any rejected by NIFT, for any reasons, should be taken back by the tenderer at his/her own cost.
  27. The agency should not sublet the work or any part of the work to any other agency without written consent of NIFT.
  28. The contract can be terminated by NIFT with two months notice period without assigning any reason.
  29. The work shall be executed as per the direction and to the satisfaction of the NIFT.
  30. In case of any deviation/fault in the quality, NIFT shall have the right to reject material and direct to replace genuine parts.
  31. As per the instructions of Central Vigilance Commission, no negotiation will be made in this aspect. The bidder who will quote lowest rates in all the items will be treated as lowest one.
  32. Decision of the Director, NIFT, Bengaluru Centre will be final and binding in case of work requirement and in all the matters relating to technical and commercial terms and specifications including right reserved to reject the tender.



**33. VALIDITY:**

- The contract is initially for a period of one year, which can be extended for further period of maximum of two years (Total 3 Years) subject to satisfactory performance of the supply at the same tendered rate.
- The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.
- The bidders should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.
- If any clarification required the bidder may contact the undersigned.

**Special Terms and Conditions**

1. The LIFT CAMC contract shall be valid initially a period of one year only from the date of award the contract. The contract could be renewed maximum two years only in writing on yearly basis on the same rate. Either party can terminate the contract once awarded, after giving two months' notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contract.
2. The contractor shall be responsible to maintain the LIFT in good working conditions. In case of any damage, contractor shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself.
3. On termination of the agreement, the contractor will hand over all the equipment's as supplied by the NIFT in good working condition back to NIFT.
4. If any breakdown, it should be attended within 24 hours from the time of complained. The contractor has to attend the problem even during holidays / late hours / Sundays for which no additional payment will be paid.
5. The payment shall be released on quarterly basis after satisfactory completion of the job and produced service / preventive maintenance report duly signed by the NIFT authorities along with bill. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
6. Comprehensive Annual Maintenance Contract (CAMC) shall be covering repair or replacement of all Major & Minor spare parts including relays, contact, printed circuit board, controllers, drives, motors, breakers (after NIFT side main power supply i.e lift side) sensors, switches, single phase presenter & phase reversal , indicators, alarm, lift side cables (lift side) rope, brakes automatic rescue service including battery including all the mechanical components and excluding mirror, hoist way lights and switches.
7. The contractor shall be responsible to renewal of licence to work lift from office of the Electrical Inspectorate, Bengaluru.
8. Firm shall issue identity card (ID) card to their workforce whenever they enter the premises for service / maintenance work.
9. The contractor should at least once in a month checkup the lifts installations clean, oil / lubrication and adjust all those parts where such services are necessary.



10. The service persons should be skilled and well experienced in similar kind of lifts to service.
11. NIFT will provide required materials for repairing hoist way lights and switches and it has to be repaired / replaced by the AMC contractor.
12. The contractor should use only genuine spare parts with same specifications.
13. The machines are normally required to be repaired on site. In exceptional cases when the machine cannot be repaired in the office premises and is required to be taken to the workshop, the authority will not make any payment towards cartage and the expense for the to and fro transportation of the machines shall be borne by your firm.
14. The contractor shall be responsible to coordinate and liaison with local authorities.
15. Any accident or damage during maintenance / operation will be the responsibility of the contractor and the NIFT will not entertain any claim, compensation, penalty. Etc., on this account or on account of non-observation of any other requirement of law relevant to his work.
16. The agency will provide the workers with necessary testing and safety equipments and also follow all the safety measures strictly.
17. The service person should be displayed caution board in all the floors during service / maintenance period
18. In case of any dispute the disputes will be settled in Bengaluru jurisdiction only.

**M. Ramasamy  
Purchase Officer,  
NIFT, Bengaluru**

**Signature of Tenderer:**

Name of the Authorized Signatory:

**Name and Address of the Company/Firm:**

**Seal of the Company/Firm:**

**Contact No.:**

## B. Financial Bid:

The financial bid will be opened only of those bidders who will qualify the technical bid.

### Annexure – II

(To be kept separately in sealed Envelope super scribing" Financial Bid")

Name of work: Providing comprehensive Annual Maintenance Contract for "D" block lift installed by M/s. Techno Industries Ltd, at NIFT, Bengaluru.

S.No	Description	Qty.	Rate (₹) (Per Annum) in Rs.
1.	Annual comprehensive maintenance contract for following lift which include routine preventative break down maintenance for one year including repair, replacement of worn out items which minimum down time warranty & guarantee of repaired / replaced items including labour charges, material charges, transportation and if any. Make : M/s. Techno Industries Ltd. Capacity : 10 Passenger Lift No : EHO 366 & DHO 362 No. of floors : G +2 Lift Motor details : Elcon 7.50 KW, 1440 rpm & recommended load 680 kgs. Installed on : 08.12.2010	2	
<b>Total Amount</b>			
<b>GST %</b>			
<b>Grand Total</b>			
Total Amount in words: Rupees			

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

Date :

Full signature of the Contractor

Place:

Seal