

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
(DEEMED TO BE UNIVERSITY)

**TENDER DOCUMENT FOR**  
**ANNUAL MAINTENANCE CONTRACT OF 2 Nos. LIFT (KONE & JOHNSON) AND**  
**PROVIDING & FIXING OF ARD 7.5 H.P. WITH BATTERY IN ONE LIFT**  
**AT L.N.I.P.E., GWALIOR**

**(A) ELIGIBILITY CRITERIA:**

The bidding agencies are required to submit the technical bid in the format given at **Annexure 'A'**, along with copies of following documents, duly signed/self-attested, with the technical bid for being declared to be eligible:-

1. Name of the bidder with complete address, Phone Number, e-mail, website etc.
2. Status of the bidder i.e. Public Limited/Private Limited/Partnership firm or Proprietorship firm (Certificate of incorporation to be enclosed).
3. Bid Security Declaration in the format given at **Annexure 'B'** for exemption from EMD.
4. CGST/SGST Act (Registration along with latest GST Return to be enclosed);
5. Income Tax Act (copy of PAN Card to be enclosed);
6. The Employees' Provident Funds & Miscellaneous Provisions Act, 1952, if applicable (copy of one latest online ECRs with EPF remittances to be enclosed);
7. The Employees' State Insurance Act, 1948, if applicable (copy of one latest Challan of the ESI remittances to be enclosed);
8. Average Annual financial turnover during the last 3 financial years, ending 31<sup>st</sup> March 2020, should be at least 30% of the estimated cost ( "Certificate of Turnover" issued by a Chartered Accountant in the format prescribed in the tender document at **Annexure 'C'**, to be submitted along with balance sheets of relevant years' with Income Tax Returns).
9. Experience of having successfully completed similar works i.e. "**Annual Maintenance Contract of Lifts**" during last 7 years (up to August 2021) in Government or Private Organizations/PSUs/Educational Institutions, as under:-

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost;

OR

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost;

OR

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

(Copies of work orders as above with their respective contract completion certificates to be enclosed).

10. A declaration to the following effect is required to be submitted on affidavit on non-judicial stamp of Rs. 100/- that
  - a) There is no pending case before any Court of law against the Proprietor / firm / Partner or the bidder company;

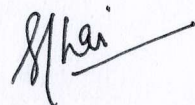
- b) The bidder has not defaulted from the payment of statutory dues like EPF, EST, GST, Income Tax etc. during the last three years;
- c) The bidder is not blacklisted by any Government Organization/PSU/Autonomous Body/Govt. Educational Institute during last three years, nor has any of its contracts have been terminated before expiry of term during the last three years.

**(B) FINANCIAL BID:**

1. Financial bid is required to be submitted in the format at **Annexure 'D'** .
2. Financial bid of only technically qualified bidders will be opened at scheduled date & time, to be intimated separately to such bidders.
3. The rates quoted should be inclusive of all taxes. Nothing additional shall be payable during the period of agreement.

**(C) SCOPE OF WORK:**

1. Monthly preventive service and breakdown maintenance of Lifts to keep them functional through-out the maintenance contract period.
2. Service the lift/s at regular intervals and as frequently as the company deems necessary based on the age, nature, type, location and condition of the elevator and we will take all reasonable care and maintain the lift equipment in safe and proper working condition.
3. Replenish the Gear and Motor bearing with necessary Johnson lubricants whenever necessary and all parts of the lift will be checked, cleaned and lubricated to keep them, both mechanically and electrically in perfect working condition.
4. At the expiry of contract period, the contractor shall hand over the Lifts in working condition.
5. The contractor shall ensure that all the complaints are attended to and rectified within one working day. If the contractor fails to attend the complaint within one day, a penalty @ Rs. 500/- per working day per lift will be imposed and will be recovered from the next bill of contractor.
6. In the event of failure of contractor to remove the complaint within one week, the Institute would be at liberty to get it attended by outside vendor/firm on payment basis, cost of which shall entirely be deducted from the contractor's succeeding bill.
7. All the repairs, replacement and maintenance, preventive check-up/cleaning shall be made by the contractor with due intimation to the incharge of said building/department and written report(s) of completing work will be got signed from them, which will be submitted along with quarterly bill(s).
8. The Institute will not pay any extra amount towards labour wages, ESI, EPF, uniform, badges etc.
9. The bidders are advised to visit the Institute and inspect the Lifts to be covered under the AMC through this tender process.



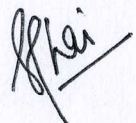
**(D) DETAILS OF LIFTS PRESENTLY INSTALLED IN THE CAMPUS :**

The particulars of LIFTS with locations installed in the LNIPE Campus are given as under:-

- (i) Central Library (JOHNSON): 1No.
- (ii) Administrative Building (KONE): 1No.

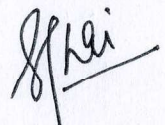
**(E) PROCEDURE OF TENDER SUBMISSION :**

1. Tenders are to be submitted in a sealed envelope super scribed “**Annual Maintenance Contract of 2 Nos. Lifts (Kone & Johnson) Providing & Fixing of ARD 7.5 H.P. With Battery in One Lift at L.N.I.P.E., Gwalior**” and it has to be dropped in the tender box kept in the office of Deputy Registrar (Estate) by **3.00 PM** on **13.12.2021**. The same can also be sent by speed post / registered post by clearly mentioning the above subject, and in such cases, it would be responsibility of the bidder that the same is reached to the Institute by **3.00 PM** on **13.12.2021**.
2. The main tender envelope should contain two sealed envelopes as under:-  
**Envelope No. 1** - “**Technical Bid**” in format as per “**Annexure ‘A’**” along with required documents and **Annexure ‘B’ and ‘C’**, as prescribed hereinabove.  
**Envelope No. 2** - “**Financial Bid**” in format as per “**Annexure ‘D’**” to be given in numerical as well as words in the space provided for the purpose.
3. All pages of the technical bid should be duly page-numbered signed by the bidder at the lower side, wherever required and stamped by the bidder or his representative holding the Power of Attorney.
4. The financial bid shall also be duly signed, as above.
5. Conditional bids will not be accepted.
6. At any time prior to the opening of technical bids, the Institute may, for any reason, modify the tender document by suitable amendments, through the website of Institute. No separate communication shall be required to be sent.
7. The bidders will have to comply with the conditions mentioned in the tender document and accordingly clearly fill the same in the formats (technical and financial), failing which, the Institute shall have the right to reject the same.
8. Incomplete filled-in tenders shall be summarily rejected.
9. The technical bids shall be opened by duly constituted tender opening committee as scheduled in the presence of tenders/representatives, if any.
10. The financial bids of technically qualified agencies shall be opened with due intimation to such agencies over telephone or by letter, as may be feasible for the Institute.
11. The bidders may visit the site before submission of their offers, if they so desire.
12. No correspondence shall be made with those bidders, which are rejected on the basis of their technical bids.



**(F) GENERAL CONDITIONS OF CONTRACT :**

1. The contract shall be valid for a period of 12 months from the date of award, which may however be renewed for a further period of two years, on annual basis at a stretch, subject to satisfactory performance of the contractor, as also, mutual consent of the Institute and contractor, at the contract rate enchable by a maximum of 5% over and above the prevailing contract value.
2. The Institute reserves the right to terminate the contract forthwith at any time during the period of contract, without assigning any reason or in the case of poor performance of the contractor.
3. This Notice inviting tender shall form part of the contract document having binding effect on the successful bidder.
4. After communication regarding award of work, the successful bidder shall, within 15 days, submit a non-judicial stamp of Rs. 100/- and execute an agreement with the Institute for the work, on the terms & conditions of the present tender.
5. The successful bidder contractor shall also be required to furnish performance guarantee @ 5% of the contract value in the form of Bank Draft or Fixed Deposit in the name of Registrar, LNIPE, Gwalior. The said performance guarantee shall be refundable on successful/satisfactory completion of contract period or extended period, if any, on written request by the contractor in this regard. No interest shall be payable on such refund.
6. The bidder shall quote their rates as per various terms and conditions given in the tender document. All the required material and labour will be provided by the contractor.
7. The competent authority of Institute reserves right to accept the whole or any part of the tender and the contractor shall be bound to perform the same at the quoted rates.
8. The payment shall be made to the contractor on quarterly basis on receipt of bills in duplicate along with satisfactory work reports from the incharge of said building/department duly signed by the end users, with all the required documents like periodic monthly preventive check-up of Lifts etc.
9. Sub-contracting shall not be allowed.
10. If the contractor withdraws during the period of contract or fails to perform the work as per contract up to the satisfaction of the Institute, or commits breach of any of the terms and conditions of contract, then the Institute shall have right to forfeit performance guarantee, as the case may be, and/or terminate the contract by giving 1 (one) month written notice in this regard, to the contractor. The Institute shall also have the right to blacklist the contractor.
11. The contractor will not be entitled for any compensation due to enactment of any law / regulation etc. during the currency of the contract. All Taxes on materials or any element of this contract shall be payable by the contractor and the Institute will not



entertain any such claim whatsoever in this respect. The contractor's rates shall cater to all such taxes.

12. The Institute will deduct income tax and any other tax applicable, at source from all the payments made to the contractor under this contract, in accordance with the provisions of IT Act or any other law as applicable from time to time.
13. The quoted rates shall be inclusive of GST, if any and the contractor will not be entitled for any compensation due to enactment of any law / regulation etc. during the currency of the contract. The Institute will not entertain any such claim whatsoever in this respect.
14. The criteria for tender award will be mainly based on the lowest quoted rates by the eligible bidder.
15. The Institute reserves the right to ask justification(s) of quoted rates before finalization of contract.
16. The contractor will be responsible to bring to immediate notice of the Supervisor (B&R) any abnormal functioning or faulty operation of any equipment and take timely steps to avoid breakdown/disruption.
17. The contractor shall be responsible for any damage to the equipment, machinery or system on account of negligence/fault of the contractor's authorized staff and the same will have to be made good at his risk and cost.
18. In the event of any dispute between the Institute and contractor, the Arbitrator shall be appointed by the Vice Chancellor, LNIPE, Gwalior and the matter shall be referred to so appointed Arbitrator, whose decision shall be binding and final.
19. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders, who resort to canvassing will be liable to rejection.
20. Any dispute arising out of the contract between the Institute and contractor, shall be subject to the territorial jurisdiction of Gwalior.

*g/kaw*  
15.11.2021

**ANNEXURE 'A'**

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
**(DEEMED TO BE UNIVERSITY)**

**PROFORMA OF TECHNICAL BID FOR**  
**ANNUAL MAINTENANCE CONTRACT OF 2 Nos. LIFT (KONE & JOHNSON) AND**  
**PROVIDING & FIXING OF ARD 7.5 H.P. WITH BATTERY IN ONE LIFT AT L.N.I.P.E.,**  
**GWALIOR**

<b>Sl. No.</b>	<b>Description</b>	<b>Whether document to be enclosed</b>	<b>Furnish information here</b>
<b>1</b>	Name of the bidder with complete address, Phone Number, e-mail, website etc.	<b>No</b>	
<b>2</b>	Status of the bidder i.e. Public Limited/Private Limited/Partnership firm or Proprietorship firm (Certificate of incorporation to be enclosed).	<b>YES</b>	
<b>3</b>	Bid Security Declaration in the format given at <b>Annexure 'B'</b> for exemption from EMD.	<b>YES</b>	
<b>4</b>	CGST/SGST Act (Registration along with latest GST Return to be enclosed);	<b>YES</b>	
<b>5</b>	Income Tax Act (copy of PAN Card to be enclosed);	<b>YES</b>	
<b>6</b>	The Employees' Provident Funds & Miscellaneous Provisions Act, 1952, if applicable (copy of one latest online ECRs with EPF remittances to be enclosed);	<b>YES</b>	
<b>7</b>	The Employees' State Insurance Act, 1948, if applicable (copy of one latest Challan of the ESI remittances to be enclosed);	<b>YES</b>	
<b>8</b>	Average Annual financial turnover during the last 3 financial years, ending 31 <sup>st</sup> March 2020, should be at least	<b>YES</b>	<u>F.Y. Turnover</u> 2017-2018 2018-2019

	30% of the estimated cost ( "Certificate of Turnover" issued by a Chartered Accountant in the format prescribed in the tender document at <b>Annexure 'C'</b> , to be submitted along with balance sheets of relevant years' with Income Tax Returns).		2019-2020
9	<p>Experience of having successfully completed similar works i.e. "<b>Annual Maintenance Contract of Lifts</b>" during last 7 years (up to August 2021) in Government or Private Organizations/PSUs/Educational Institutions, as under:-</p> <p>Three similar completed works each costing not less than the amount equal to 40% of the estimated cost;</p> <p style="text-align: center;">OR</p> <p>Two similar completed works each costing not less than the amount equal to 50% of the estimated cost;</p> <p style="text-align: center;">OR</p> <p>One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p> <p>(Copies of work orders as above with their respective contract completion certificates to be enclosed).</p>	YES	
10	<p>A declaration to the following effect is required to be submitted on affidavit on non-judicial stamp of Rs. 100/- that</p> <p>a) There is no pending case before any Court of law against the Proprietor / firm / Partner or the bidder company;</p> <p>b) The bidder has not defaulted from the payment of statutory dues like EPF, EST, GST, Income Tax etc. during the last three years;</p> <p>c) The bidder is not blacklisted by</p>	YES/NO	

	any Government Organization /PSU/Autonomous Body/Govt. Educational Institute during last three years, nor has any of its contracts have been terminated before expiry of term during the last three years.		
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**UNDERTAKING**

1. I/We have carefully gone through and have understood the tender document including the General Terms & Conditions, Work scope and specifications governing in the tender. I/We undertake to abide by them.
2. I/We hereby confirm that all the information furnished in this tender, is true and correct to the best of my knowledge and nothing material has been concealed therefrom.
3. I/We give consent that the decision of the tender committee and/or competent authority of the Institute shall be final and acceptable to us.

Date:

Place:

Signature of contractor: \_\_\_\_\_

Name of agency: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Rubber Stamp: \_\_\_\_\_



UNDERTAKING FOR EARNEY MONEY DEPOSIT DECLARATION

FOR THE PURPOSE OF SUBMISSION OF TENDER DOCUMENT AT L.N.I.P.E.,  
GWALIOR

(To be submitted in original)

Whereas we have submitted bid for “Annual Maintenance Contract of 2 Nos. Lifts (Kone & Johnson) & Providing , Fixing of ARD 7.5 H.P. With Battery in One Lift at L.N.I.P.E., Gwalior”. Therefore, we hereby submit the following declaration in lieu of submitting Earned Money Deposit:-

1. That, if after the opening of tender, we withdraw or modify our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents, and
2. That, if after the award of work, we fail to sign the contract, or to submit performance security / performance guarantee before the deadline defined in the tender documents,

then, we shall be suspended for one year and shall not be eligible to bid for LNIPe’s tenders from the date of issue of suspension order.

Signature of contractor: \_\_\_\_\_

Name of agency: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Rubber Stamp: \_\_\_\_\_

**CERTIFICATE OF TURNOVER**

**FOR THE PURPOSE OF SUBMISSION OF TENDER DOCUMENT**  
**AT L.N.I.P.E., GWALIOR**

(To be submitted in original)

This is to certify that M/s ..... has registered the following turnover and profit/loss during the last three financial years:-

<b>Financial Year</b>	<b>Annual Turnover (in Rupees)</b>	<b>Net profit/loss</b>
2017-18		
2018.19		
2019-20		

The above information/figures are true and authentic to the best of our knowledge and belief and derived from the Balance Sheet and / or Income Tax Return of the said firm.

Date:

Place:

Seal & signature of Chartered Accountant

Regn. No. ....

**DECLARATION BY THE BIDDER**

I/We hereby submit the aforesaid document in original and undertake its correctness / veracity on the basis of enclosed ITR as well as Balance Sheets of all these three financial years. I/we are aware that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage, including during the contract award, besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of bidder: \_\_\_\_\_

Name, Address, Phone No. of agency (with Seal): \_\_\_\_\_

**ANNEXURE 'D'**

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
**(DEEMED TO BE UNIVERSITY)**

**PROFORMA FOR PRICE BID FOR**  
**ANNUAL MAINTENANCE CONTRACT OF 2 Nos. LIFT (KONE & JOHNSON) AND**  
**PROVIDING & FIXING OF ARD 7.5 H.P. WITH BATTERY IN ONE LIFT**  
**AT L.N.I.P.E., GWALIOR**

Name of work	Quantity	Rate per Annum	Total Amount
Annual Maintenance Contract of Library Building Lift (Johnson Make)	1 Nos.		
Annual Maintenance Contract of Administrative Building Lift (Kone Make)	1 Nos.		
Providing and fixing in kone lift at Administrative Building- a) ARD 7.5 H.P. -(1 Nos.) b) Battery 12v 7AH- 4 Nos. c) Cable 4 core 6 sq.mm copper d) Wire 0.5mm	1 Nos.		
<b>Total Including GST</b>			

**UNDERTAKING**

1. I/We have carefully gone through and have understood the tender document including the General Terms & Conditions, Work scope and specifications governing in the tender. I/We undertake to abide by them.
2. I/We hereby confirm that all the information furnished in this tender, is true and correct to the best of my knowledge and nothing material has been concealed there from.
3. I/We give consent that the decision of the tender committee and/or competent authority of the Institute shall be final and acceptable to us.

Date:

Place:

Signature of contractor: \_\_\_\_\_

Name of agency: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Rubber Stamp: \_\_\_\_\_