



**भारतीय प्रबंध संस्थान रायपुर**  
**Indian Institute of Management Raipur**

**Tender No: IIMR/SP/Tender/2023-24/04 dt.24.05.2023**

भारतीय प्रबंधन संस्थान रायपुर भारतीय प्रबंधन संस्थान रायपुर में 25 नग यात्री लिफ्टों के संचालन और रखरखाव के लिए ई-निविदा के लिए पात्र बोलीदाताओं से बोलियां आमंत्रित करता है।

The Indian Institute of Management Raipur invites bids from eligible bidders for the e-Tender for the Operation & Maintenance of 25 Nos Passenger Lifts at the Indian Institute of Management Raipur.

(सी.पी.पी.पी (<https://eprocure.gov.in/cppp/>) के माध्यम से ऑनलाइन निविदा  
Online tendering through CPPP (<https://eprocure.gov.in/cppp/>)

**भारतीय प्रबंधन संस्थान रायपुर**  
अटलनगर, पीओ - कुरु (अभनपुर),  
रायपुर – 493 661, छत्तीसगढ़  
वेबसाइट: <http://www.iimraipur.ac.in/>

**Indian Institute of Management Raipur**  
Atal Nagar, P. O. - Kurru (Abhanpur),  
Raipur – 493 661, Chhattisgarh  
Website: <http://www.iimraipur.ac.in/>

**निविदा आमंत्रित सूचना**  
**NOTICE INVITING TENDER**

भारतीय प्रबंधन संस्थान रायपुर भारतीय प्रबंधन संस्थान रायपुर में 25 नग यात्री लिफ्टों के संचालन और रखरखाव के लिए योग्य बोलीदाताओं से बोलियां आमंत्रित करता है।

The Indian Institute of Management Raipur invites bids from eligible bidders for Operation & Maintenance of 25 Nos Passenger Lifts at the Indian Institute of Management Raipur.

The schedule and other details of the Tender are as under:

Tender Name	Operation & Maintenance of 25 Nos Passenger Lifts at the Indian Institute of Management Raipur.
Tender No.	IIMR/SP/Tender/2023-24/04 dt.24.05.2023
Estimated cost	Rs.67 lakhs inclusive of all
Period of Contract	The period of the contract will be initially for two years which may be extended up to two years (one-year extension + one-year extension) on same terms & conditions. The performance of the vendor will be reviewed each year. After two years
Publish Date	24.05.2023
Bid Opening Date	16.06.2023 @ 03:30 PM
Bid Document Download Start Date	24.05.2023 @ 03:30 PM
Bid Document Download End Date	15.06.2023 @ 03:30 PM
Bid Submission Start Date	24.05.2023 @ 03:30 PM
Bid Submission End Date	15.06.2023 @ 03:30 PM
Date for opening of Financial Bid	Will be intimated to technically qualified bidders only
Tender Fee	Rs.1180.00 (Rs.1000.00 + 18 % GST) (Rupees One Thousand One Hundred Eighty only) in the form of DD. Demand Draft in favor of "IIM Raipur" payable at Raipur from any Scheduled Commercial Bank except Co-operative & Gramin bank. Tender Fee should reach physically through speed post/registered post/courier in an envelope & superscribed with subject, "Tender Number" addressed to The CAO, IIM Raipur, Atal Nagar, Kurru, Abhanpur, Raipur, Chhattisgarh, INDIA 493661; on or before the Bid Submission End Date.
EMD (Earnest Money Deposit)	Rs.2,00,000.00 (Rupees Two Lakhs Only) EMD in the form of DD only in favor of IIM Raipur, payable at Raipur (in original) in the Office of the CAO on or before the

	last date and time of bid submission; failing which the tender shall be summarily rejected (No other document has to be submitted separately). Exemption of Tender fee and EMD may be allowed for NSIC/MSME Vendor (Certificate must be uploaded online for exemption).
Location of the service	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Commencement of service	With 30 days from the work order / LOA
Contact Person for tender	Sr. Store and Purchase Officer
	0771-2474-705 / 0771-2474-714
Contact person for site visit/technical query	Estate office- 96441 64555
Pre bid queries	Bidders are requested to send their pre-bid queries on or before 31.05.2023 through email in <a href="mailto:abhardwaj@iimraipur.ac">abhardwaj@iimraipur.ac</a> and <a href="mailto:dksinha@iimraipur.ac">dksinha@iimraipur.ac</a> mentioning the subject name pre-bid query & tender no. <b>IIMR/SP/Tender/2023-24/04 dt.24.05.2023</b> After due date no queries will be entertained further. Replies to the queries will be made and to be uploaded in <b><u>Tender Section of IIM Raipur website and CPP portal</u></b> on or before 05.06.2023

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in).

This tender is required to be uploaded on the website <https://eprocure.gov.in> and nowhere else as it will be opened online at this site only.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

**Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.**

## **INSTRUCTIONS OF ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than

2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.

14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 0120-4001 002 or send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

## 1. MINIMUM CRITERIA FOR SHORTLISTING (ELIGIBILITY CRITERIA):

- 1.1 Bidders should have Minimum five years' experience in Maintenance of Lifts and their accessories, components as mentioned in the scope of work (Please enclose work order copy or experience certificate with satisfactory performance report in the technical bid).
- 1.2 The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ or Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act. (Please enclose a copy of the registration certificate in technical bid).
- 1.3 The bidder has to submit an manufacturing authorization certificate or tender participation certificate on behalf of OEM from **M/s TK Elevator India Private Limited (*formally known as Thyssenkrupp Elevator India Private Limited*)** (Please enclose a copy of the MAF/ OEM certificate in technical bid).
- 1.4 The bidder should provide certificates (GST, ESI, EPF etc.,) in support of all statutory registrations (Please enclose a copy of the registration certificate in technical bid).
- 1.5 The bidder should have an avg. yearly turnover of Rs.2 Crore or above for last three years (Please enclose a copy of the registration certificate in technical bid).
- 1.6 Tender Fee of Rs.590/- and EMD of Rs. 2,00,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur.

(As per Govt. of India notification relaxation may be given to MSME / NSIC service provider (Original service provider/ manufacturer/ OEM etc.) for the experience and turn over criteria; not applicable for trader).

## 2. SCOPE OF THE WORK

Comprehensive Maintenance Contract for all kinds of Routine, Preventive & Corrective (Break down) of **25** nos. Passenger Elevators (of ***Thyssenkrupp Elevator India Private Limited***) at IIM Raipur , inclusive all materials, consumable, spares, labor, tools, testing instrument, Transportation of Materials & Parts, etc. as required as per scope of work in **Annexure-I**.

Lift Details of IIM Raipur						
S.N	Building Name	NOS	LM Number	Floor Designation	Capacity	Speed
1	MDC Building	1	9766	G+3	1000 KG	1.75 mps
2	MDC Building	1	9767	G+3	1000 KG	1.75 mps
3	MDC Building	1	9768	G+2	884 KG	1.75 mps
4	MDC Building	1	9769	G+2	884 KG	1.75 mps
5	MDC Building	1	9739	G+2	544 KG	1 mps
6	Hostel-01	1	9835	G+4	1360 KG	1.75 mps
7	Hostel-02	1	9612	G+4	1360 KG	1.75 mps
8	Hostel-03	1	9613	G+4	1360 KG	1.75 mps
9	Hostel-04	1	9614	G+4	1360 KG	1.75 mps

10	Hostel-05	1	9836	G+4	1360 KG	1.75 mps
11	Library	1	10033	G+3	1020 KG	1.75 mps
12	Library	1	10034	G+3	1020 KG	1.75 mps
13	Library	1	9932	G+3	1020 KG	1.75 mps
14	Staff Housing	1	9761	G+3	1000 KG	1 mps
15	Dining Block	1	9762	G+1	1000 KG	1.75 mps
16	Faculty Housing-01	1	9615	G+4	1000 KG	1.75 mps
17	Faculty Housing-02	1	9616	G+4	1000 KG	1.75 mps
18	Faculty Housing-03	1	9617	G+4	1000 KG	1.75 mps
19	Faculty Housing-04	1	9618	G+4	1000 KG	1.75 mps
20	Faculty Housing-05	1	9765	G+4	1000 KG	1.75 mps
21	Faculty Housing-06	1	9738	G+4	1000 KG	1.75 mps
22	Academic Block	1	9608	G+3	1020 KG	1.75 mps
23	Academic Block	1	9609	G+3	1020 KG	1.75 mps
24	Admin Block	1	9610	G+4	1020 KG	1.75 mps
25	Admin Block	1	9611	G+4	1020 KG	1.75 mps
	Total	25				

The contractor shall take all necessary steps to maintain the equipment (under the contract) in proper operating condition. Contractor shall use trained and appropriately supervised personal to perform the Maintenance Services. The preventive maintenance services shall be conducted during the normal working hours. Contractor shall send at regular intervals and as frequently as the company thinks necessary having regard Contractor will carry out its standard customary annual safety test to examine all safety devices and provide copies of the test certificates duly signed by registered elevator contractor.

Upon notification by the customer of a breakdown or failure in the elevator(s), contractor shall send as soon as may reasonably be possible during subsequent normal working hours or as per requirement other than working hour (24X7) , a technician to carry out necessary repairs in order to restore the elevator(s) to satisfactory working condition. Contractor will replace (with identical or equivalent item) or rectify at its option any component of the elevator rendered defective due to normal wear and tear and arising out of ordinary and reasonable use of the elevator except for such items and conditions which are excluded hereunder as particular and general exclusions. The parts which are replaced shall be the property of the contractor.

In the event of a failure requiring modifications to the System, the contractor shall undertake any testing and re-commissioning required. Any such modification shall be submitted for review by the IIM Raipur representative.

All parts and components fitted by the contractor will be original parts or components. If original parts or components are not available, the parts or components fitted will be of equal quality and functionality of reputed brands/makes with ISI mark only, after approval of IIM Raipur.



**The contractor will keep sufficient Nos. of spares required for replacement during day-to-day maintenance and Breakdown /Corrective Maintenance to avoid delay.**

The replacement of the following components is outside the scope of this contract -

- a) **Elevator car enclosure.**
- b) **Decorative items including mirror and handrail.**

**The contractor shall provide Monthly reports on the condition of the equipment in an agreed format. Records of each routine visits and call out visits, together with details of the work done or action done, or action taken, shall be entered on a logbook which shall be provided by the Contractor and retained in the location as decided by the Employer's Representative.**

It is desirable that no Passenger ever get trapped inside the Elevator. IIM Raipur shall designate relevant persons who shall be given necessary training in Elevator operation &/or Emergency Rescue operation. After Training competency Certificates shall be issued by the contractor.

The scope of work includes preparation of elevators for lifts Inspector's inspection and to obtain Lift License /renewal of the Lifts license during period of Contract. The licensing fees paid by the contractor shall be reimbursed by IIM Raipur on submission of receipts. However, all other charges & liasoning work expenses (if any) shall be borne by the contractor.

### **3. OTHER TERMS AND CONDITIONS**

- 3.1 IIM Raipur will not be responsible for any accident, death or injury to your employees which would arise during the course of their duty nor shall be responsible or be liable to pay damage or compensation to such persons. The agency/contractor should at all times indemnify and keep IIM Raipur indemnified against all claims which may be made under Workmen Compensation Act, 1923 or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman or other person whose entry into our premises has been authorized by contractor.
- 3.2 If, at any time, during the performance of the contract, the contractor encounter conditions impeding timely performance of service, then they should promptly notify IIM Raipur , in writing, of the fact of the delay, the cause of delay and its likely duration. IIM Raipur shall evaluate the situation and at its discretion extend the suppliers time for performance and the decision of IIM Raipur would be final and binding.
- 3.3 INSPECTION: Materials on its arrival at our office will be inspected by IIM Raipur Authorized personnel and their decision in the matter will be considered final. The rejected materials will be returned to the Contractor for replacement and all charges on the same will have to be borne by the Contractor. Replacement should be carried out within 3 days.
- 3.4 The contractor should have proper telephone numbers and email enabling IIM Raipur to contact them at any time. (Availability: 24x7, round the year)

- 3.5 If any damage to any other person/persons at the premises or buildings of IIM Raipur, is attributable to the Agency, such damages should be made good by the Agency. The agency/contractor shall be responsible for any insurance coverage of their employees.
- 3.6 Security staff shall be at liberty to exercise check on any of the workers, supervisors while entering, search them in the premises during the work and while leaving from the premises.
- 3.7 The contractor should ensure that his personnel use proper safety measures while performing their duties to avoid any accidents.
- 3.8 The contractor shall hand over the equipment in perfect working order to IIM Raipur / incoming contractor appointed by IIM Raipur at the expiry of his contract period.
- 3.9 The contractor shall be held responsible for any act of omission or commission, on part of his employees.
- 3.10 The contractor or his authorized representative has to attend a meeting every month or at such frequency as decided and informed by IIM Raipur for discussion/and evaluation of performance with the IIM Raipur representative. The IIM Raipur representative will confirm the date and time of the meeting.
- 3.11 IIM Raipur shall have the right to make Minor Alterations/ Additions/ Substitutions in the Scope of Work or issue instructions that may be deemed necessary during the period of the contract and contractor shall carry out the work in accordance with the instructions which may be given to him by the IIM Raipur representative.
- 3.12 IIM Raipur shall have right to decide replacement of any lift during the contract period. In case any lift get replaced by a new one, then that would be covered under warranty, hence its maintenance contract will be terminated on prorata basis on the day of its replacement, while contract will continue for remaining lifts.
- 3.13 The contractor shall have no right, title or interest in the site made available by IIM Raipur for the execution of the work of in the building, structure or work executed in the said site or in the goods, Articles or materials etc. brought at the said site (unless the same specifically belong to the contractor) and the contractor shall not have or deem to have any lien whatsoever charge for unpaid bill, not be entitled to assume or retain possession or control of site or structures or materials or equipment and IIM Raipur shall have an absolute right to take full possession of the site and to remove the contractor, their workmen, agents, representatives, materials etc. belonging to the contractor and laying on the site.

#### 4. DEDUCTIONS ON ACCOUNT OF NON-SATISFACTORY WORK:

- a) Damage to IIM Raipur assets or equipment's etc., if caused by the agency staff, the acquisition cost of assets, will be levied as penalty as decided by IIM Raipur. The amount of losses/damages will be recovered from either bills/security deposit of the agency.
- b) Misbehavior like quarreling, abusing etc., between the staff employed by the agency, causing disturbance in the premises: Rs.500/- per occasion and replacement of such personnel immediately.

- c) In IIM Raipur Campus smoking & chewing tobacco etc. is prohibited. Workers who is habitual of these items is deputed in campus if any found violating this rule will be asked to leave the premises and should be replaced immediately.
- d) In case of any abnormal delay on the part of the agency beyond the specified time, penalties shall be imposed and recovered from the monthly bills as under:

**Minor &Major Breakdown**

Penalty of Rs. 1000/- per hours per elevator shall be imposed if a complaint remains unresolved by more than 3 days subject to a maximum of 10% of total the contract value during the entire contract period

**(Agency is required to maintain 24 X 07 minimum mandatory spare parts, consumables, tools and manpower in the campus as per scope of work)**

- e) If specified quality work is not maintained for on account of non-satisfactory work performance, a proportionate deduction for that non-satisfactory work will be made from the bill of the contractor by the competent authority of IIM Raipur . No correspondence shall be entertained from the contractor if deductions are made due to non-satisfactory work.
- f) The decision of IIM Raipur will be final with regard to levying of penalty.

## 5. DEPLOYMENT OF STAFF

- 5.1 The contractor shall depute a qualified supervisor for this site, who will coordinate work execution activities and interact with the Institute Engineer in charge responsible for supervision of work and visit the site at least once a week and as where required during breakdowns.
- 5.2 The contractor shall assess the required number of skilled, semi-skilled and unskilled labour for satisfactory operation, routine and special maintenance of the equipment and deploy accordingly. The minimum expected staff to be deployed at site is as per **Annexure-II**
- 5.3 Any extra labour of any nature if required, at any time for attending any type of minor or major repair/breakdown shall be deployed by the contractor at his own cost for which nothing extra shall be payable.
- 5.4 The deployed labour shall be sufficient, experienced and qualified/trained in operation & maintenance of **Thyssenkrupp Elevator**, internal & external electrical installation so that all the breakdowns/repairs are attended promptly within reasonable time as per **Annexure-III**

## 6. TOOLS & PLANTS

All the general & special tools, tackles i/c chain pulley blocks etc. required for proper operation, maintenance and repairs/breakdown etc., shall be arranged by the contractor at his own cost and issue to the staff deployed by him for this work.

## 7. SCHEDULE OF MAINTENANCE

Within the one week of award of work, the contractor shall submit for approval of the Institute enclosing the detailed schedule of operation, routine, special and preventative maintenance along with daily fortnightly and monthly activities on all works and execute as per directions of the Institute.

## 8. RECORDS TO BE MAINTAINED AT SITE

The following Register shall be maintained by the contractor at site and to be got signed by the Engineer in charge, Institute.

- 8.1 General Maintenance and Preventative Maintenance Logbook (As per given format in Annexure-IV)
- 8.2 Breakdown Logbook. (As per given format in Annexure-V)
- 8.3 Account of receipt & issue of spare parts and consumable items for maintenance & repairs

## 9. PERSONAL ACCIDENT INSURANCE:

The entire contractor employee will have to be covered under insurance against any personal accident and Institute will not be liable for payment of any compensation on that account. During the execution of work, the contractor shall follow all standard norms of safety measures / precautions to avoid the accident / damages to man, machineries a building. On non-adherence of this clause, suitable fines shall be imposed as decided by engineer in charge,

## 10. INSPECTION AND TESTS

10.1 The Institute or its representatives or ultimate client shall have the right to inspect and test the goods for their conformity to the specifications. The Institute may also appoint an agency for this purpose. The technical specifications shall specify what inspection and tests the Institute requires and where they are to be conducted. Where the Institute decides to conduct such tests on the premises of the Contractor, all reasonable facilities and assistance like testing instruments and other test gadgets including access to the drawings and production data shall be furnished to the Inspector free of costs. In case the tested goods fail to conform to the specifications, the Inspector may reject them and the Contractor shall either replace the rejected goods or make alteration necessary to meet the specifications requirements free of cost to the Institute.

10.2 Notwithstanding the pre-supply tests and inspections, the material on receipt in the Institute's premises shall also be tested and if any material or part thereof is found

defective, the same shall be replaced free of cost to the Institute. If any material before it is taken over is found defective or fails to fulfil the requirements of the contract, the Inspector shall give the Contractor notice setting forth details of such defects or failures and the Contractor shall make the material good or alter the same to make it comply with the requirements of the contract and in any case within a period not exceeding 2 months of the initial report. These replacements shall be made by the Contractor, free of the all charges, at the site(s)

**Annexure-I**

**PRICE BID SCHEDULE**

**Subject: - Operation & Maintenance of 25 Nos Passenger Lifts at Indian Institute of Management Raipur**

Sr No.	Description	Rate of Total per Month in Rs.	Quantity of Month	Total Amount (Inclusive GST)
1	<p>a) All inclusive comprehensive Operation &amp; all routine, preventive and major/special maintenance works as required from time to time per month up to 24 Month ( 24 X7 ) for complete 25 Nos Passenger Lifts Throughout the duration of the Agreement of thyssenkrupp make elevator of this shall replace or repair, free of charge, all range of components for reasons related to normal wear and tear. Components will be furnished by the Agency on exchange basis under which the replaced components become the property of the Agency Repair or replacement of printed circuit boards and sub components inclusive of belts, rollers, bearings, solenoids, coils, brake shoes, liners, contactors, contacts, relays, push buttons, indicators, controller chocks, magnets and magnetic switches, door operator motor, door operator VVVF drive, car door safety device, limit switches, governor, interlocks on hoist way doors, machines hoist ropes, and inverter/drive systems, LCD &amp; VFD displaces, door operator, and car / counter weight frame, car safety mechanism and platform. inverter, handrails, steps, and step chains, balustrades trim moldings (skirting), lightings, power lines to equipment, deck covers, trusses, step demarcation lighting, balustrade lighting, soffit lighting in truss and other minor mechanical parts shall be included.</p> <p>b) Deployment of Minimum manpower as mentioned in Annexure -B</p> <p>Note: Agency will be required to store the mandatory spare parts in the IIM Raipur in all time (24 X7) along with inventory list as per given format <b>Annexure -VI)</b> In view of maintenance free and breakdown free operation of all 25 elevators throughout the year (24X7)</p>		24	
Total cost inclusive of GST				

(Signature of the bidder with seal)

## ANNEXURE – II

### **Expected Minimum Labour & Duty Hours**

Expected minimum labour to be deployed for operation & maintenance of  
Passenger lifts at IIM Raipur

Maintenance Engineer 01 Nos From 9 A.M to 6 P.M for maintenance of internal & external smooth operation & maintenance of lifts during break down for overall management of maintenance of works & attending to major faults & liaison with Institute Engineer in- charge

Electrician /  
Lift technician  
(Skilled) 04 No.

Maintenance of internal & external Smooth operation & maintenance of lifts in 24 X 07.

## ANNEXURE – III

### **Qualification & Experience of Technical Staff**

i) Engineer Maintenance (Highly skilled)

**Diploma in Electrical Engineering with at least 3 years' experience in operation & maintenance of lifts.**

ii) Lift Maintenance Electrician

**ITI in the trade of Electrical or having a wireman Gradel license with 3 years' experience in Operations & Maintenance of Passenger Lifts**



## Annexure-IV

.No	Month	Task Name	Job Details/Task	Details	Remark	Contractor Representative	IIM Representative
1	Month-01	Task F4	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5. Emergency Light			
				6. All Buttons			
				7. Lift Ridding (abnormal noise)			
				8. Check the Automatic Rescue device (ARD)			
				9. Check the MBO(Manually break operation )			
			Landing doors & lock	1. All floor Door operation			
				2. Check the Door Landing			
				3 Check the Door lock			
				4. Check the Door contact			
				5 Check the door spring			
				6 Check the track roller			
			Fixtures	1. Check and rectification all cop buttons			
2. Check the indicators							



2	Month-02	Task R		3. Check the Faceplate			
				4. Check the missing screws			
				5. Check the Fan & blower			
				6. Check the Fan Grill			
				7. Check the Voice Announcement system			
				8. Check the Handrailing			
			Departure	Final inspection with client			
			Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom (telephone)			
				5. Emergency Light			
6. All Buttons							
7. Lift Ridding (abnormal noise)							
8. Check the Automatic Rescue device (ARD)							
9. Check the MBO (Manually break operation)							
Car door	1. Car door sill cleaning						
	2. Car door header cleaning						
	3. False ceiling Check & cleaning						
	4. Check the IR Sensors						
	5. LOPs Face Plate of Body						
Car top	Clean Cartop and Cartop Equipment						
Pit	Clean Pit and Pit Equipment						
Machine room equipment	Panel Cleaning						

			Landing doors	Cleaning landing door headers and landing sills on all landings			
			Departure	Final inspection with client			
3	Month-03	Task F1	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5. Emergency Light			
				6. All Buttons			
				7. Lift Ridding (abnormal noise)			
				8. Check the Automatic Rescue device (ARD)			
				9. Check the MBO(Manually break operation )			
			Car door	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
				4. Check the car door switch contacts are clean			
				5. Lubricated are free in operation			
				6. Check and rectify door operator unit			
				7. Check abnormal noise coming from unit.			
			Landing doors	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			

				3. Check and rectify door manually opening and closing is smooth				
				4. Check the car door switch contacts are clean				
				5. Lubricated are free in operation				
				6. Check and rectify door operator unit				
				7. Check abnormal noise coming from Unit				
				Bottom most landing floors	1. Check and rectify car header is firm in fixing			
					2. Check and rectify door tracks are clean			
			3. Check and rectify door manually opening and closing is smooth					
			4. Check the car door switch contacts are clean					
			5. Lubricated are free in operation					
			6. Check and rectify door operator unit					
			7. Check abnormal noise coming from Unit					
			Departure	Final inspection with client				
4	Month-04	Task F2B1	Arrival	1. Check last date of PM				
				2. There should be gap of 1 month between 2 Maintenances				
			Observation	1. Check the Alarm				
				2. Check the light				
				3. Check the Fan				
				4. Intercom (telephone)				
				5. Emergency Light				
				6. All Buttons				
				7. Lift Ridding (abnormal noise)				

5	Month-05	Task F2A		8.Check the Automatic Rescue device (ARD)				
				9.Check the MBO(Manually break operation )				
			Machine brake	1.Check and clean brake liners				
				2.Check and clean brake drum				
				3.Check and clean liners thickness is not less than 4 mm				
			Greasing	1.Checking & Greasing Machine				
			Rope tensioning	1.Checked and adjusted main ropes tension equalization				
	Departure	Final inspection with client						
		Month-05	Task F2A	Arrival	1. Check last date of PM			
					2. There should be gap of 1 month between 2 Maintenances			
				Observation	1. Check the Alarm			
					2. Check the light			
					3. Check the Fan			
					4. Intercom(telephone)			
5.Emergency Light								
6.All Buttons								
7.Lift Ridding (abnormal noise)								
8.Check the Automatic Rescue device (ARD)								
9.Check the MBO(Manually break operation )								
Car top	1.Cartop equipment, switches, its covers ,its wiring and earthing, check nuts, split pins, bulldog clips fixing, Guide shoe liner condition							

			Shaft equipment	1.Shaft light working, checked adjusted and corrected the levelling cams are in center of the magnets from all sides. limits rollers are in the center of the cam. Limit roller are in good condition			
			Counter weight	1.locking arrangement, adjusted and rectified counterweight guide shoe fixing ,			
			Pit	1.Check water logging , all switch pit checking, pit light ,Hydraulic buffer			
			Main ropes & governor rope	1.Check and clean lubricate Main hoist ropes .Governor rope			
			Departure	Final inspection with client.			
6	Month-06	Task R	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5.Emergency Light			
				6.All Buttons			
				7.Lift Ridding (abnormal noise)			
				8.Check the Automatic Rescue device (ARD)			
				9.Check the MBO(Manually break operation )			
			Car door	1. Car door sill cleaning			
				2. Car door header cleaning			
				3. False celling Check & cleaning			
				4.Check the IR Sensors			
5.LOPs Face Plate of Body							

			Car top	Clean Cartop and Cartop Equipment			
			Pit	Clean Pit and Pit Equipment			
			Machine room equipment	Panel Cleaning			
			Landing doors	Cleaning landing door headers and landing sills on all landings			
			Departure	Final inspection with client.			
7	Month-07	Task F1	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5. Emergency light			
				6. All Buttons			
				7. Lift Ridding (abnormal noise)			
			Car door	8. Check the Automatic Rescue device (ARD)			
				9. Check the MBO(Manually break operation )			
				1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
4. Check the car door switch contacts are clean							
	5. Lubricated are free in operation						
	6. Check and rectify door operator						

				7. Check abnormal noise coming from Unit			
			Landing doors	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
				4. Check the car door switch contacts are clean			
				5. Lubricated are free in operation			
				6. Check and rectify door operator unit			
				7. Check abnormal noise coming from Unit			
			Bottom most landing floors	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
				4. Check the car door switch contacts are clean			
				5. Lubricated are free in operation			
				6. Check and rectify door operator unit.			
				7. Check abnormal noise coming from Unit			
			Departure	Final inspection with client			
8	Month-08	Task F3	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			

				4. Intercom(telephone)			
				5. Emergency Light			
				6. All Button			
				7. Lift Ridding (abnormal noise)			
				8. Check the Automatic Rescue device (ARD)			
				9. Check the MBO(Manually break operation )			
			Machine & brake	1. Check and rectify the machine/motor fixing and its hardware.			
				2. Check the rubber pads (if provided)			
				3. Check the rectify oil level in machine gear box			
				4. Check and Rectify Motor terminal connection, Earthing			
			Governor	1. Check and rectify the Governor fixing arrangement			
				2. Check and cleaned governor linkage			
				3. Check and rectify governor connection			
			Machine room equipment	1 Check panel and cleaning			
				2. Check tripping issue			
			Safety checks	1. Check and rectify Up and down final limits tripping distance			
			Controller components	1. Check and rectify the controller cover/door and latches, drive cover, high voltage guards and warning stickers.			
			Departure	Final inspection with client & maintain the record			
9	Month-09	Task F2B2	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			



				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5. Emergency Light			
				6. All Button			
				7. Lift Ridding (abnormal noise)			
				8. Check the Automatic Rescue device (ARD)			
				9. Check the MBO(Manually break operation )			
			Car bottom	1. Check, adjust and rectify car guide shoe fixing, guide shoe liners to guide rail			
				2. Check and lubricat, car bottom pulley with grease			
			Greasing	1. check and grease machine, Deflector, cartop/Car bottom pulleys, Tension pulley, rope pulley bearings			
			Safety linkages/Yoke/safety action	1. Check, clean lubricate and adjusted safety linkages, Proper fixing of safety rods and its hardware, governor rope fixing and its hardware.			
			Pit pulley switch & hydraulic buffers	1. Check and rectify pit pulley switch and hydraulic buffers			
			Departure	Final inspection with client			
10	Month-10	Task R	Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5. Emergency Light			

				6.All Button				
				7.Lift Ridding (abnormal noise)				
				8.Check the Automatic Rescue device (ARD)				
				9.Check the MBO(Manually break operation )				
				Car door	1. Car door sill cleaning			
					2. Car door header cleaning			
					3. False celling Check & clearing			
					4.Check the IR Sensors			
					5.LOPs Face Plate of Body			
				Car top	Clean Cartop and Cartop Equipment			
				Pit	Clean Pit and Pit Equipment			
				Machine room equipment	Panel Cleaning			
				Landing doors	Cleaning landing door headers and landing sills on all landings			
				Departure	Final inspection with client			
11	Month-11	Task F1	Arrival	1. Check last date of PM				
				2. There should be gap of 1 month between 2 Maintenances				
			Observation	1. Check the Alarm				
				2. Check the light				
				3. Check the Fan				
				4. Intercom(telephone)				
				5.Emergency Light				
				6.All Button				
				7.Lift Ridding (abnormal noise)				
				8.Check the Automatic Rescue device (ARD)				
				9.Check the MBO (Manually break operation )				

			Car door	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
				4. Check the car door switch contacts are clean			
				5. Lubricated are free in operation			
				6. Check and rectify door operator unit			
				7. Check abnormal noise coming from Unit			
			Landing doors	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
				4. Check the car door switch contacts are clean			
				5. Lubricated are free in operation			
				6. Check and rectify door operator unit if firmly fixed			
				7. Check abnormal noise coming from Unit			
			Bottom most landing floors	1. Check and rectify car header is firm in fixing			
				2. Check and rectify door tracks are clean			
				3. Check and rectify door manually opening and closing is smooth			
				4. Check the car door switch contacts are clean			
				5. Lubricated are free in operation			

12	Month-12	Task F2A		6.Check and rectify door operator unit if firmly fixed			
				7. Check abnormal noise coming from Unit			
			Departure	Final inspection with client			
			Arrival	1. Check last date of PM			
				2. There should be gap of 1 month between 2 Maintenances			
			Observation	1. Check the Alarm			
				2. Check the light			
				3. Check the Fan			
				4. Intercom(telephone)			
				5.Emergency Light			
				6.All Button			
				7.Lift Ridding (abnormal noise)			
			Car top	8.Check the Automatic Rescue device (ARD)			
				9.Check the MBO(Manually break operation )			
			Shaft equipment	1.Cartop equipment, switches, its covers ,its wiring and earthing, check nuts, split pins, bulldog clips fixing, Guide shoe liner condition			
Counterweight	1.Shaft light working, Checked adjusted and corrected the levelling cams are in center of the magnets from all sides. limits rollers are in center of the cam. Limit roller are in good condition						
Pit	1.locking arrangement, adjusted and rectified counterweight guide shoe fixing						
	1.Check water logging , all switch pit checking, pit light ,Hydraulic buffer						

			Main ropes & governor rope	1.Check and clean lubricate main hoist ropes .Governor rope			
			Departure	Final inspection with client			

### Annexure-V

	01	02	03	04	05	06	07	08	09	10	11	12	13
S.N.	Complaint Number	Date & time of breakdown	LM no of Elevator and Location	Attend time and date by the contractor	Fault finding date and time of the elevator	Required spare parts /consumables/ tools etc.	History of required spare parts /consumable (in any replacement of the same Spare parts in the same elevator before )	Date and time of rectification and brought ot the operation of the elevator	<b>abnormal delay time (due to non-availability if spares, consumables, tools, manpower, Engineer (engineering expertise ) in Hours.</b>	Certify by the abnormal delay time (in-charge, IIM Raipur)	Signature of Contractor	<b>Signature of In-charge from IIM Raipur</b>	Remark
01													

**Annexure -VI**

S.N.	Description of spare parts and consumables	Minimum mandatory (X) qty to be available 24X7	Issue Qty	Issue Date	Supply of issued Qty	Date of supply	available stock
01	Item -01	X+01	01	01-01-2024	0	0	X
02	Item -01	X	00	00	01	03-01-24	X+01
03	Item -01	X+01	00	00	00	00	X+01
03	Item -02						
04	Item -03						
	.						
	.						
	Item – 0N						

**Note :**

- 1) The contractor must ensure each required spare part and consumable is maintained at IIM Raipur 24 hours a day, 7 days a week, in **X** quantity.
- 2) Assessment of the mandatory spare parts and consumables, X quantity. will be the responsibility of the OEM/ contractor. The OEM/Contractor will finalize the X quantity.
- 3) Example is given for Item-01, the same format to be followed for all items.

## **AGENCY DETAILS**

- 1) Tender Ref. No: \_\_\_\_\_
- 2) Name of Tenderer \_\_\_\_\_
- 3) Complete office address of Tenderer. \_\_\_\_\_
- 4) Contact details of authorized person of tenderer who have signed the tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
- 5) EMD payment details (DD number & bank detail) ..... (DD to be attached in original)
- 6) Tender fee details: DD number & bank detail .....
- 7) Submission of technical specifications confirmation-(Annexure-A) to the requirement mentioned in the Tender document.
- 8) Turn Over for the last three Year
  - FY 2019-20 -Rs.....
  - FY 2020-21- Rs.....
  - FY 2021-22- Rs.....
- 9) GST Registration Number.....
- 10) Company Registration Number.....

Sign with date and Seal  
(Authorized Signatory)

# Undertaking

(On company letterhead)

We declare that we are not a defaulter to any Govt.organization/  
PSU for the last 5 years from the date of issue of this tender no.  
\_\_\_\_\_ due to  
non-supply of material/subscription for any reason as agreed to  
supply instipulated time.

Sign with date and Seal  
(Authorized Signatory)



**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To,

Date :

**Director  
IIM Raipur**

**Sub.: Acceptance of Terms & Conditions of Tender.**

Tender Reference No.: IIMR/Tender/\_\_\_\_\_ dated \_\_\_\_\_

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

Dear Sir,

1. I/We have downloaded I obtained the tender document (s) for the above mentioned 'Tender/Work' for the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

**(Signature of the Bidder, with Official Seal)**