

No. 10(114)/12-13/NMNH/Admn.
Government of India
National Museum of Natural History
(Ministry of Environment and Forests)
FICCI Museum Building, Tansen Marg, New Delhi- 110 001

Dated: 12/03/2013

M/s.....,

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Subject: Regarding AMC (Non-comprehensive) and operation of Lifts of this office.

Sir,

I am directed to inform that this office requires obtaining the rates for Annual Maintenance Contract (Non-comprehensive) and operation of lift make Techno and OTIS specification are as under:

1. Annual Maintenance Contract (NON-COMPREHENSIVE)

LIFT PARTICULARS	MAKE	MAKE YEAR
G+6, 13 passenger Auto door	OTIS	1974

Terms and condition:

a) That the Elevator Equipment will be serviced once in a month and such services will include oiling cleaning of controller, motor and Machine, oiling and greasing of guide rails and bearing and performing of necessary minor adjustments. This contract doesn't cover replacement of almost all worn-out parts and components of the equipment.

b) The agency will render emergency callback service during regular and non-regular working hours.

c) The cost of replacement of lift components and equipment will be bearded by the department and labour charges will be given free of cost by the Agency.

2. For operation of OTIS and TECHNO MAKE LIFT

S.No.	Description of items	Quantity
1.	Running and operation of 13 passenger (884 Kg) having contract speed of 1 mps carrying 6 floors as per detailed specifications: (from 8 AM to 8 PM) a) Speed: 1 mps b) Floors: Basement +1 st floor to sixth floor Ground + 1 st floor to sixth floor	Two Job

	<p>c) Travel: 32 meter(Make: Techno. 28 meter appx OTIS d) Stop and opening : 7+7 (all opening same side) & 6+6 (all opening same side) e) Controller: A.C. Variable voltage & Variable frequency. f) Automatic rescue device complete with dry maintenance free batteries as required.</p>	

TECHNICAL BID

1. Copy of work experience of similar nature for last five year.
2. Copy of valid DVAT,
3. Copy Service Tax Registration certificate,
4. Copy ESI registration and EPF.
5. Copy of order for operating of Lift in the Govt. Department, Public undertakings, Private office etc. (All the documents in support of technical bid should be self attested)
6. The firm should also furnish earnest money deposit amounting of Rs. 10,000/- (Rupees Ten Thousand Only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment & Forests, New Delhi along with quotation. The amount of the earnest money deposit will be released to the unsuccessful firms after the finalization of the contract.

TERMS AND CONDITION FOR LIFT OPERATOR

(a). The contractor shall depute necessary trained & technically qualified staff on lift on all days except the National holidays or holidays observes by the Museum or as per direction of Head of Office.

**13 passenger lift- Two
Lift operator – Two numbers
Shift 8.00 AM to 8.00 PM**

(b). The contractor shall have to maintain the attendance register of staff and any change in staff should be brought to the notice of Head of Office.

c. In case of deployed personnel found absent from duty, the recovery shall be made on the basis of the per day salary.

- d. The lift operator should have minimum 2 year experience in operation of lift.
- e. The staff deputed should not be less than 18 years of age.
- f. In case of any kind of breakdown/fault noticed during operation of lifts, the same shall be brought to the notice of Head of Office of this office.
- g. The lift operating staff should be in proper uniform as approved by Head of Office of this office.
- h. The staff engaged by the firm should be well behaved to deal with the staff including officers of NMNH and visitors inside the lift.
- i. The firm shall have to make their own arrangement of stool etc.inside the lift for operating staff
- j. Payment of contractor shall be made monthly basis after completion of each month.
- k. The contractor shall be fully responsible for any kind of theft/damage to the lift installation.
- l. The operation of lifts shall be carried out to the entire satisfaction of Director/NMNH and Head of office.
- m. The department shall not responsible for any kind of compensation arising out of workman's compensation act and contractor shall be fully responsible for the same.
- n. The contractor can be terminated at any time without assigning any reason by the Director/NMNH.
- o. The firm will pay minimum wages approved by Delhi Govt to the staff.
- p. The contractor will maintain log book and daily check book , the log book shall be placed before Head of Office of NMNH daily for verification.
- q. The successful bidder will be required to furnish security deposit 10% of the total cost within 10 days from the date of acceptance of his tender. The security deposit shall be in the form of DD/Pay order/Fix deposit receipt/Bank Guarantee in favour of P& AO, Ministry of Environment & Forests, New Delhi. The Security Deposit will be refundable only after successfully completion of the contract.
- r. The rate should be mentioned in figures as well as in words exclusive of taxes and levies in the financial bid document attached as Annexure-I. Financial bids submitted in any other format will not be accepted. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted. The

contract will be valid for a period of one year from the date of award of contract. It may be extended further one year on mutual consent on the same rate, terms and condition.

s. All statutory requirements regarding employment including payment of minimum wages, reliving charges, ESI,PF etc to the employees shall be strictly complied with by the contractor. Any default and consequences shall be liability of the contractor.

NECESSARY CHECKS

- 1. Landing of the cabin/cage at all the floors should be proper and no sound is come while the operation of lift.**
- 2. All the safety systems work satisfactorily.**
- 3. Doors on all the floors should not open unless the cabin/cage is in front of the landing doors**
- 4. Cabin/cage should not over shoot/under shoot.**
- 5. Floor door should not open when the lift is in operation.**

Quotations should be in proper sealed cover superscripted as **“Bid for awarding of Contract for AMC (Non-comprehensive) Make OTIS and operating of two nos of lift(Make: Techno and Make: OTIS) of the NMNH”**. This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as **“Technical Bid “Contract for AMC (Non-comprehensive) Make OTIS and operating of two nos of lift(Make: Techno and Make: OTIS) of the NMNH”**. for awarding of the other sealed envelope should contain Financial Bid superscribed as **“Financial Bid for awarding of Contract for AMC (Non-comprehensive) Make OTIS and operating of two nos of lift of the NMNH”**. The quotation should be addressed to *Shri Vinod Kumar, Administrative Officer, NMNH,(Ministry of Environment and Forests) , FICCI Museum Building, Barakhamba Road, New Delhi* so as to reach her latest by 3.00 P.M. on 25/03/2013 *either by post or by hand*. The tender will be opened on the same day at 4.00 PM.

Yours faithfully,

(Vinod Kumar)
Administrative Officer

FINANCIAL BID

S. No.	Description of items	Rate for one Month Plus Applicable taxes If any	Total amount on Annual basis
1.	Annual Maintenance Contract (NON-COMPREHENSIVE) G+6, 13 Passenger Auto door Make OTIS Make year 1974 (as per CPWD norms)		
2.	Running and operation of 13 passenger (884 Kg) having contract speed of 1 mps carrying 6 floors as per detailed specifications: (from 8 AM to 8 PM) a) Speed: 1 mps b) Floors: Basement +1 st floor to sixth floor Ground + 1 st floor to sixth floor c) Travel: 32 meter(Make: Techno. 28 meter appx OTIS d) Stop and opening : 7+7 (all opening same side) & 6+6 (all opening same side) e) Controller: A.C. Variable voltage & Variable frequency. f) Automatic rescue device complete with dry maintenance free batteries as required. 13 passenger lift- two Lift operator – two Timing 8 AM to 8 PM With reliever All days except the National holidays or holidays observes by the Museum or as per direction of Head of Office. (as per CPWD norms)		
	Three Job		

Signature of Authorized Signatory
NAME OF THE AGENCY WITH SEAL

