

No. 10(06)/14-15/NMNH/Admn.
Government of India
National Museum of Natural History
(Ministry of Environment Forests & Climate Change)
FICCI Museum Building, Tansen Marg, New Delhi- 110 001

Dated: 24 / 03/2015

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. Specifications 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 borne 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.	<p>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)</p> <p>a) Speed: 1 mps</p> <p>b) Floors: Basement +1st floor to sixth floor Ground + 1st floor to sixth floor</p> <p>c) Travel: 32 meter(Make: Techno. 28 meter appx OTIS</p> <p>d) Stop and opening : 7+7 (all opening same side) & 6+6 (all opening same side)</p> <p>e) Controller: A.C. Variable voltage & Variable frequency.</p> <p>f) Automatic rescue device complete with dry maintenance free batteries as required.</p>	Two Job

TECHNICAL BID

1. Copy of work experience of similar nature for last five year.
2. Copy of valid DVAT,
3. Copy of Service Tax Registration Certificate,
4. Copy of 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. 12,000/- (Rupees Twelve Thousand Only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment, Forests & Climate Change, 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 weekly off, National holidays or holidays observes by the Museum or as per direction of Head of Office.

13 passenger lift- Two

Lift operator – Two numbers

8AM to 4 PM and 10.30PM to 6.30 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.

©. 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 contract can be terminated at any time without assigning any reason by the Director/NMNH.

- (o). The firm will pay minimum wages under skilled 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 and Climate Change, 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.
- (s). The contract will be valid for a period of one year from the date of awarding of contract. It may be extended further on mutual consent on the same rate, terms and condition.
- (t). **All statutory requirements regarding employment including payment of minimum wages, relieving 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.**
- (u)An agreement (To be executed on Bond Paper of Rupees one Hundred) and cost to be borne by the Agency and this will be signed between Agency and NMNH incorporating of all above terms and condition as **Annexure- II.**

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 **Smt. Reena Dey, Scientist D/Head of Office, NMNH,(Ministry of Environment, Forests & Climate Change) , FICCI Museum Building, Tansen Marg, New Delhi** so as to reach her latest by 3.00 P.M. on 10.04.2015 **either by post or by hand**. The tender will be opened on the same day at 4.00 PM.

Yours faithfully,

Encl: as above.

(Vinod Kumar Garg)
Administrative Officer

FINANCIAL BID

S. No.	Description of items	Rate for one Month Plus Applicable taxes If any	Total amount on Annual basis
1.	<p>Annual Maintenance Contract (NON-COMPREHENSIVE) G+6, 13 Passenger Auto door Make OTIS Make year 1974 (as per CPWD norms)</p>		
2.	<p>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)</p> <p>a) Speed: 1 mps b) Floors: Basement +1st floor to sixth floor Ground + 1st 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.</p> <p>13 passenger lift- two Lift operator – two 8AM to 4 PM and 10.30PM to 6.30 PM All days except the weekly off, National holidays or holidays observe by the Museum or as per direction of Head of Office. (as per CPWD norms)</p>		
	Three Job		

Signature of Authorized Signatory
NAME OF THE AGENCY WITH SEA

ANNEXURE-II

(To be executed on Bond Paper of Rupees one Hundred)

Agreement

AGREEMENT FOR ACTING AS CONTRACTOR FOR AMC (Non-comprehensive) and operation of Lifts at National Museum of Natural History (Ministry of Environment & Forests), FICCI Museum Building, Tansen Marg, New Delhi.

Contract Agreement No..... dated.....
An agreement for cleaning work at National Museum of Natural History (Ministry of Environment & Forests)(hereinafter called the contract) is made thisDay of Between M/shaving it's office situated atNew Delhi through Mr..... (hereinafter called the Contractor), which terms shall unless excluded by or repugnant to the subject or context, include its successors and permitted assignees of the one part.

And the National Museum of Natural History(Ministry of Environment Forests and Climate Change), New Delhi (hereinafter called the company which term shall unless excluded by or repugnant to the subject or context, include its successors and assignees) on the other part for the purpose of AMC (Non-comprehensive) and operation of Lifts at National Museum of Natural History (Ministry of Environment Forests and Climate Change) FICCI Museum Building, Tansen Marg, New Delhi, at the rates quoted and accepted and under the terms and conditions specified in the tender document and its Annexure.

Whereas the Agency has agreed with the NMNH for AMC (Non-comprehensive) and operation of Lifts set forth in the tender document and its annexure, which shall be treated as an integral part of this agreement. In consideration of the payment to be made by NMNH, the Agency shall duly perform the said operations in the said tender document and its annexure set forth and shall execute the same with great promptness and diligence in a workman like manner to the satisfaction of NMNH and will effect from.....day of2015.....upto..... of2015 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of2015 uptoof..... 2015 and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and NMNH hereby agrees that if the Agency observe and honour the said terms and conditions of the contract, NMNH will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed.

In witness whereof the said parties have hereunto set their hands the day and year first above written.

For and on behalf of NMNH

Agency

Witness

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