RE- TENDER

Enq. No. KUDSIT/ 026/2022-23 Date: 14.10.2022 Due on: 27.10.2022 ,03.00 PM

On behalf of Kerala University of Digital Sciences, Innovation and Technology (DUK), the Vice Chancellor invites offers for “Annual maintenance of Elevator: - 2 numbers installed by OEM of ThyssenKrupp” from experienced and qualified service providers.

IMORTANT DATES

**Date of Tender Notification: 14.10.2022**

**Last Date of Receipt of Tender Form: 27.10.2022 ,03.00 PM**

**Date & Time of Opening of Bid: 27.10.2022 ,03.30 PM**

Terms & Conditions

* Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere. Cost of tender document, Rs.590/- as applicable to be submitted along with the tender.
* The agency/tenderer should have at least three years of relevant experience in executing/rendering such services, who has executed similar service contract at least two reputed Organizations/R&D Institutes/Academic Institutions.
* The agency/bidder must have valid License for running of Elevator/LIFT and also for servicing of lift etc. from local Govt. as per Government Rules, Regulations/Guidelines for the same.
* The tenderer must pay earnest money along with his tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money Deposit of Rs. 2500/-be paid as demand draft favoring The Vice Chancellor, Kerala University of Digital Sciences, Innovation and Technology payable at Trivandrum. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of performance security.
* Startup & MSME relaxations- Govt directions/ circulars will be followed.
* Security deposit/ Performance Security: The selected tenderer shall deposit an amount equal to 5% of the value of contract within 14 days from the date of Purchase Order. EMD will be forfeited if security deposit is not remitted as mentioned above. The security deposited by the successful tendered will be retained towards the retention amount and will be released after warranty period.
* Service at Kerala University of Digital Sciences, Innovation and Technology, Trivandrum
* DUK reserves the right to cancel the order in case the items are not supplied within the stipulated period or non - fulfillment of contractual obligations.
* The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
* Quoted rate: The quoted rates shall be inclusive of all taxes and also the bidder shall include charges like GST, freight, handling, loading, unloading, insurance premiums and placement at the facility and commissioning and installation.
* Contract Period: The contract period shall start from date of issue of work order & acceptance thereof. The contract is valid for one year from the date of acceptance, however it can be extended further for one year on the same rates, if the service found to be satisfactory. The rates quoted by the selected firm, and approved by the DUK shall remain valid throughout the period of contract and requests to increase the rates for any items (s) during the currency of the contract, will not be considered.
* The payment will be released on half yearly basis only.
* In case of breakdown agency shall immediately rectify the same within2 days to the satisfaction of the user, a penalty of Rs.500/- per day or part there of shall be levied for the delay beyond two days till such time of the repair is carried out.
* The company Engineer / Service Person shall have valid ID card or authorization letter from agency for every preventive maintenance visit every month.
* AMC order, after due compliance of all formalities, will be placed on the selected agency to affect the contract.
* Service / Supply should normally be made during the office hours on any working day. The DUK will have the authority to place order for AMC beyond office hours and on holidays, for which, no additional payment will be made.
* AGENCY shall not sub-contract the Contract Work in whole or part of the work to any third parties for the performance of this Contract.
* The firm may visit the office for look at systems before submit the quotation in working days/ hours with pre-intimation and permission of competent authority of the Office.
* 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 expense for the to and for transportation of the machines and the same shall be borne by the firm.
* Any accident or damage during maintenance/ operation will be the responsibility of the contractor. DUK 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. The contractor will ensure all precautionary measures and safety arrangements while executing the work and will be responsible for any accident occurred during duty hours
* If any damage occurred to the existing structure, the same shall be set right by the agency otherwise it will be got set right by the department at its own level and cost will be recovered from the payment of said agency.
* Attested copies of Registration, GST, PAN & TAN/ Service Tax registration/return as applicable issued in the name of the Firm must accompany the Tender.
* The tenderers should quote clearly in figures as well as in words the rate quoted by them for each service.
* The decision of DUK in all matters shall be final and he reserves the right to accept or reject all or any of the tenders, without assigning any reasons.
* A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified. Also, must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
* Firm period of Tender will be 90 days from the date of notification.
* Last date of receipt of filled in Quotations is 27.10.2022 ,03.00 P M & Bid opening on same day at, 3.30 pm
* Interested bidders are request to submitted their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing “Tender refence and due date “on or before due date 27.10.2022 ,03.00 P M. Late bids are not be consider. Bid should be addressed to **Purchase section**

**Digital University Kerala, Technocity Campus,**

**Thonnakkal P O, Thiruvananthapuram,**

**695317-Kerala.**

* DUK reserves the right to accept any quotation and to reject any or all quotations.

Place: Technocity

Date: 14.10.2022 Vice Chancellor

SCOPE OF WORK

Annual maintenance of Elevator: - 2 numbers installed by OEM of ThyssenKrupp”

* Monthly inspections of the system.
* To furnish the necessary lubrication and cleansing material, including the replacement of Hydraulic fluid and machine gear oil.
* Should rectify the major fault within 24 hours.
* Any number of Breakdown calls to be attended without any extra cost.
* Repair/replace the faulty parts of the equipment, spare parts are to be from OEM product at free of cost.
* Carry out comprehensive maintenance of the following lifts:
* Reasonable care and precaution should be taken to keep the elevator safe for use and in good working condition.
* You shall depute trained Technical Staff/Service Engineer to carry out the maintenance work.
* All customary annual safety tests should be carried out to examine all safety devices.
* The AMC is of non-comprehensive type.

 SPARE PARTS REPLACEMENT

* Faulty parts that needs replacement are to be replaced with the same specification and same make and OEM; if the part of same specification and make is not available it is to be replaced with spars/parts of higher specifications/configuration and/or make/brand agreed by DUK. The replaced spare parts should be new and at par with the faulty parts.
* The rate of all the required materials as additional item/work to be mentioned as fixed rate throughout the AMC period.

UP-TIME

* Response time for maintenance works covered under AMC will be maximum 4 hours.
* Any number of breakdowns should be attended by the contractor during the AMC period.
* The minimum up time shall be within 24 Hrs. there will be twelve routine services in a year (i.e., once in every month)

|  |  |  |  |
| --- | --- | --- | --- |
| SI. No | Maximum Capacity (kg) |  No of Passengers  |  No. of landing doors |
|  | 1360 Kg.  | 13 | 7 (Hostel Block) |
|  | 884 Kg.  | 20 | 4 (Academic Block) |

[To be submitted in letter head of the supplier]

 **Annexure ii**

DUK

Financial Bid

Tender Enq. No.\_\_\_\_\_\_\_\_\_\_\_\_

Total amount for providing “Annual maintenance of Elevator: -2 numbers installed by OEM of ThyssenKrupp” at DUK as per the terms and conditions contained in the Tender document shall be Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) including all taxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI.No | Maximum Capacity (kg) | No of Passengers  | No. of landing doors | Rates (Annually) (incl GST) |
| 1 | 1360 Kg.  | 13 | 7 (Hostel Block) |  |
| 2 | 884 Kg.  | 20 | 4 (Academic Block) |  |

Total Amount Total Amount for Annual maintenance of Elevator: - 2 numbers installed by OEM of ThyssenKrupp” (in words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (including all taxes and charges)

 (Signature of Owner/ Authorized Representative) Stamp of the Bidder

[To be submitted in letter head of the supplier

 Annexure iii

BID FORM

To,

Kerala University of Digital Sciences, Innovation and Technology

Technocity Campus, Mangalapuram

Thiruvananthapuram 695 317

Dear Sir,

Sub: Bid form

Tender Reference Number:

Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. I/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.

I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 30 days calculated from the date of issue of your work order/LOI.

We understand that you are not bound to accept the lowest or any bid, you may receive.

I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.

I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.

The tender document for the works mentioned above have been obtained by me from the URL https://duk.ac.in, the official website of Digital University and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.

7.My /our GST & PAN Numbers are as follows.

GST Registration Number. …………………….

PAN Number. ………………………

MSME Details: Yes/No (enclose details)

8.Dated this ………………………. day of………………………………… 2022.

Duly authorized to sign the bid for and on behalf of -----------------------------------------

[To be submitted in letter head of the supplier]