

Punjab State e-Governance Society
O/o Directorate of Governance Reforms, Punjab
Plot no.-d 241, industrial area, phase -8b, sector-74
mohali-160062 (website: www.dgrpg.punjab.gov.in)

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NOTICE INVITING TENDER RATE FOR AMC OF LIFTS IN DGR

PSeGS invites sealed Financial Quotations along with EMD from reputed agencies / companies in the field for annual Maintenance Contract (AMC) of **Rate Contract for “JOHNONS LIFTS”** for 1 year.. As per details below:

Earnest Money Deposit (EMD)	Rs. 10,000/- in favor of Member Secretary PSeGS payable at Mohali.
Last date and Time for Submission Of quotation	25/07/2021
Address for communication & submission for quotation documents and opening of technical & financial quotation	Punjab State e-Governance society O/o Directorate of Governance Reforms, Punjab Plot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062

1. Tender Documents can be downloaded from official website www.dgrpg.punjab.gov.in
2. Bids/quotation received only in sealed envelope be considered. Bids in any other form sent through email etc. will be rejected.
3. Price quoted should remain fixed for a period of 90 days from the date of opening of the Tender.
4. Any change / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
2. Director, DGR/PSeGS, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute's action.
3. All the tender documents & Price Bid to be signed by the bidder.

General Terms & Conditions

1. The rate contract would be for 1 years from the date of issue of the work order. That may be extended for another 1 year on satisfactory performance. However, Director, DGR reserves the right to cancel the contracts without assigning any reasons at anytime.
2. Only bids received hard copy sealed envelope will be considered for opening. Bids in any other form sent through fax/email/ will not be considered.
3. The Tenderer shall sent copy of GST Registration, Income Tax PAN, Bank details in Cover- of the tender.
4. Correct postal address, Phone/Mobile number, email ID of the bidder and address & contact details, to whom the purchase order has to be placed, also has to be given.
5. Firm will carry out every month inspection & servicing of the lift such as examining the ropes and their attachments, examining the motor and gear, examining & lubricating the door locks, cleaning and lubricating all moving parts and making minor adjustments so as to keep the lift and its installation safe and in good working condition
6. Payment of AMC charges will be quarterly made.
7. Tenders must submit their bids in two separate envelopes. One envelope should contain **technical bid** and second envelope should contain **financial bid**. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

8. Successful bidder shall be submitted bank guarantee amounting Rs. 1 lakhs. & this amount will be refundable after the completion of work/task.
9. This AMC also covers attending to break down calls and attending inspections (Minimum 2 inspection visit for Preventive maintenance every month).
10. In case of rescue mode & breakdown your technician will be available 24x7 until the contract end.
11. All Controller cards, door motor, door drive, limit switch, display, sensor, buttons, door locks, osg, brake unit if damaged will be vendor responsibility.
12. The vendor shall provide/use the replacement of original JOHNSON make parts for lifts.

Penalty Clause

1. 1% penalty of Contract price will be levied if above conditions are not fulfill by the successful bidder.
2. 10% penalty of contract price + Damages Cost parts price will be levied if Emergency call not attend immediately by successful bidder.

Technical Bid information and undertaking (Separate Envelope)

Name & address of the tenderer -----

(attach self attested copy of valid proof of residence) -----

Tenderer's Mob. No. -----

Price Quote for the Lift

Make-Johnson

Model No. LI1604/LI1065, Person Capacity -10 person/680kg. (2 Nos.)

Model No. LI2388, Person Capacity- 14 person/1000kg. (1 Nos.)

Signature of the tenderer :-----

Address -----

Mob. No.-----

Financial bid format

Bid for lift Make & model -----

Name & address of the tenderer -----

Yearly Rate quote for the all lifts Rs.------(in Figures)

Rs.----- (in word)

DD details (for EMD) DD No. -----

Dated-----

Issuing Bank -----

Branch -----

Signature of the Tenderer: -----

Address :-----

Mob. No.:-----

Pre-qualification Criteria

The agencies/companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial quotation:

Sr.No.	Particulars	Document (s) to Annex
1	Company/firm Should be in existence for last five years.	Certified copy of registration certificate.
2	Company/firm should have average turnover of 20 lacs. In similar field in previous three financial years ending on 31.03.2021.	CA certified copy of turnover from annual maintenance contacts.
3	Company/firm should have experience of 5 years in similar work(minimum 10 satisfactory work orders) in Government/Public sector undertaking/MNC/ Corporate Sector etc. During Last three years.	Certified copies of work orders/Experience certificate etc. on the letter head of the client/customer.
4	Company/firm should Have Valid PAN, GST registration.	Certified copy of Each document
5	Company/firm should not have been barred/blacklisted for taking up similar work in any organization.	A Certification to this effect on the letter pad.
6	Earnest Money Deposit(EMD)	Rs. 10,000/- in the form of Demand Draft in favor of member secretary, PSeGS Payable at mohali.

Award of work

Those who meet the pre-qualification criteria as above will be considered for opening of financial quotation. The agency quoting the lowest rate for AMC shall be considered for award of work. PSeGS does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.