

Cost of the Tender Form - Rs. 2,000/- (+ GST) No.MCI/TENDER/ELEVATORS/2020 _____
(Rupees Two Thousand Only)

**TENDER FOR
AMC OF KONE ELEVATORS**

**NOTICE INVITING TENDERS FOR HIRING OF AGENCY
FOR AMC OF KONE ELEVATORS
&
TERMS AND CONDITIONS OF TENDER**



MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA#

NEW DELHI - 110 077

Ph.: 011-25367033,35,36,37; Fax: 011-25367024;

Website: www.mciindia.org

LAST DATE FOR SUBMISSION OF SEALED OFFERS: 25.08.2020 till 11:00 A.M.

Tender Form submitted by

M/s _____

**Tenders are invited for Annual Maintenance Contract (AMC) for “KONE Elevators”
Installed at Medical Council of India Pocket- 14, Sector- 8, Dwarka, Phase – 1, New Delhi-
110077**

The tender document is consist of the following:-

- I. Notice Inviting Tender (NIT).
- II. Eligibility Criteria
- III. Mandatory Technical Qualifications. (Check List)
 - Annexure-1: Non Black Listing Certificate.
 - Annexure-2: Experience & Satisfactory services Certificate.
- IV. Proforma for Financial bid
- V. Important Instructions.
- VI. Terms and conditions of tender.
- VII. Scope of Work.
- VIII. Form of Application.
- IX. Important Dates

I. Notice Inviting Tender

**Medical Council of India
Pocket- 14, Sector- 8, Dwarka,
Phase – 1, New Delhi-110077**

(Short Notice Inviting Tender.)

Tenders are invited for Annual Maintenance Contract (AMC) for “KONE Elevators” Installed at Medical Council of India Pocket- 14, Sector- 8, Dwarka, Phase – 1, New Delhi-110077.

Sale of Tender Documents will take place from the office of MCI on payment of Rs. 2000/- (+GST) by way of Demand draft in favour of Secretary, Medical Council of India Pocket- 14, Sector- 8, Dwarka, Phase – I, New Delhi-110077, payable at New Delhi. Tender document can also be downloaded from Medical Council of India website “www.mciindia.org”. In case of downloaded form, the bidder will have to enclose a Demand Draft of Rs. 2000/- (+GST) in favour of Secretary General, Medical Council of India along with Bid document. The tender document may be collected from this office at the address given above on all working days between 10.00 AM to 5.00Pm, From 18.08.2020 to 24.08.2020. Last date of submission of tender is 25.08.2020 till 11:00 am.

Secretary General

II. Eligibility Criteria:-

1. The bidder must be a entity registered under the relevant act or Proprietary Firm.
2. The Bidder must be an established, reputed and reliable service provider.
3. The bidder or any of its members should not be blacklisted or prosecuted by any authority in India.
4. The Bidder must have paid the tender fees of Rs. 2000/- (+GST).
5. The bidder must have deposited EMD of RS 15000/-. In form of bank draft in favour of Secretary, Medical Council of India payable at New Delhi.
6. The Bidder should have GSTIN, PAN Card.
7. The bidder may submit satisfactory performance certificate issued by the Institution/ Organization where the firm has provided similar services in recent past.

III. CHECKLIST REGARDING MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE BID SUBMISSION

1. Proof of Deposit of Tender Fee.
2. Proof of deposit of EMD.
3. Technical bid and Financial bid have to be filled separately and put in separate envelopes.
4. Undertaking regarding non-black listing / non- prosecution of firm/ agency and its partners/ directors.
5. Self- Attested copy of PAN issued by the competent authority.
6. Self- Attested copy of GSTIN issued by the competent authority.
7. Copy of the Constitution/ Affidavit of Sole Proprietor / Partnership deed of the firm duly registered with Registrar Firms.
8. Proof of Office in Delhi/NCT of Delhi.
9. Copy of Registration Certificate.

Annexure-1

Undertaking

(On Tenderer Letter Head)

We undertake that M/s/ The firm/Company/ Partnership or Any Other Firm / Company in which the tenderer is a partner/ Share holder had not been black listed by any Government Department earlier.

Signature of the Tenderer

SEAL/Stamp

Annexure-2

Experience and Satisfactory Certificate
(On Tenderer Letter Head)

S. No	Name of the Organisation and Address	Contract period	Annual value of the Contract	Satisfactory Performance from Organisation (along with copy of certificate)
1	2	3	4	5

Signature of the Tenderer

SEAL/Stamp

IV. FINANCIAL BID

Subject: Submission of Financial bid for the Award of contract for AMC of lifts installed at Medical Council of India Pocket- 14, Sector- 8, Dwarka, Phase – 1, New Delhi-110077.

I/We hereby quote my/ our rates as follows:

S. No.	Lift No.	Capacity (kg)	No. of landing doors	Rates (Annually)
1.	40200272	544	7	
2.	40200273	884	7	
3.	40200274	884	7	
4.	40200275	544	5	
5.	40200276	408	5	
GST @ _____ %				
Other Charges if any				
Total Amount				

Total Amount for AMC for 5 lifts (in words) _____
(including all taxes and charges) _____

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

V .

IMPORTANT INSTRUCTIONS

1. Bids will only be submitted in the prescribed tender format. Technical and Financial Bids shall be put in separate envelopes. Bids which are not submitted in the prescribed form or any other deviation from the terms and conditions of the tender notice shall be rejected out- rightly.
2. This tender form fee is not transferable and is non-refundable. Subletting of contract is not allowed under any circumstances.
3. The technical bids shall be opened on **25.08.2020 at 12:30** pm in the Office of MCI. After the evaluation of the technical bids, the Financial bids will be opened of only those bidders who will qualify in the technical bid.
4. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative (s) at the time of opening of the tender as specified in the Tender Notice. In case, authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing, otherwise they will not be allowed to participate in the opening of tender.
5. The tenderer must attach all the documents mentioned in the checklist / Technical bid proforma to qualify in the Technical bid.
6. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/ authority to whom he shall submit the tender or the tenderer accepting officials/ Authority before the finalization of tenders shall render the tenderer liable for rejection.
7. Conditional tenders shall not be entertained under any circumstance and same shall be summarily rejected.
8. The tenderer must possess necessary permissions and licenses required for carrying out its obligations, as detailed in the terms and conditions of the tender.
9. In case of violation of any terms and conditions, earnest money shall be liable to be forfeited in full.
10. Secretary General, Medical Council of India reserves the right to cancel any tender or whole of the tender process without assigning any reason.

VI. TERMS & CONDITIONS FOR AWARD OF CONTRACT

1. 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(taxes may vary), if the service found to be satisfactory.
2. The payment will be released on quarterly basis .
3. In case of breakdown agency shall immediately rectify the same within 2 days to the satisfaction of the user, a penalty of RS.500 per day or part thereof shall be levied for the delay beyond two days till such time of the repair is carried out.
4. The rates quoted by the selected firm, and approved by the MCI 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.
5. The company Engineer / Service Person shall have valid ID card or authorization letter from agency for every preventive maintenance visit every month.
6. AMC order, after due compliance of all formalities, will be placed on the selected agency to effect the contract.
7. Service / Supply should normally be made during the office hours on any working day. The MCI will have the authority to place order for AMC beyond office hours and on holidays, for which, no additional payment will be made.
8. 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.
9. 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.
10. 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 fro transportation of the machines and the same shall be borne by the firm.
11. Any accident or damage during maintenance/ operation will be the responsibility of the contractor and the S.G. MCI 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.

12. The service person should be displayed caution board in all the floors during service/ maintenance period.
13. 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.
14. Attested copies of Registration, GST, PAN & TAN/ Service Tax registration/return as applicable issued in the name of the Firm must accompany the Tender.
15. The tenderers should quote clearly in figures as well as in words the rate quoted by them for each services.
16. The decision of SG MCI 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.
17. In the event of any dispute related to the interpretation or rights or liabilities arising out of this Agreement, the same shall, at first instance, be amicably settled between the parties. If any dispute is not settled amicably, the same shall be referred to the sole Arbitrator appointed by MCI or any other person appointed by MCI. The award given by the Arbitrator shall be final and binding upon both the parties.

VIII . SCOPE OF WORK

1. Monthly inspections of the system.
2. To furnish the necessary lubrication and cleansing material, including the replacement of Hydraulic fluid and machine gear oil.
3. Should rectify the major fault within 24 hours.
4. Any number of Breakdown calls to be attended without any extra cost.
5. Repair/replace the faulty parts of the equipment, free of cost.
6. Carry out comprehensive maintenance of the following lifts:

S.No	Lift No.	Capacity	No. of landing doors
1.	40200272	544	7
2.	40200273	884	7
3.	40200274	884	7
4.	40200275	544	5
5.	40200276	408	5

VIII. Form of Application (On Tenderer Letter Head)

To,

Secretary General, Medical Council of India
Pocket- 14, Sector- 8, Dwarka,
Phase – 1, New Delhi-110077

Sir,

Tender for Annual Maintenance Contract (AMC) for “KONE Elevators” installed at Medical Council of India Pocket- 14, Sector- 8, Dwarka, Phase – 1, New Delhi-110077

1. I/we have read and understood the instructions and others terms and conditions furnished on the Website of MCI in respect of the captioned tender. I/we hereby submit my application for captioned subject. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/ our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
3. I clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or untrue or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the “executing Agency” for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the MCI is liable to be terminated forthwith at the discretion of SG, MCI.
4. I/we understand and agree that the decision of the Secretary General, Medical Council of India in selection the Service Provider is final and binding to me/us.

Thanking You,

Yours Faithfully,

Signature of the Tenderer

Name:

Place:

Stamp:

IX. IMORTANT DATES

Date of Sale of Tender Form:	<u>18.08.2020 to 24.08.2020</u>
Last Date of Sale of Tender Form:	<u>24.08.2020 at 04:00 pm</u>
Last Date of Receipt of Tender Form:	<u>25.08.2020 at 11:00 am</u>
Date & Time of Opening of Technical Bid:	<u>25.08.2020 at 12:30 pm</u>