

This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected BRBNMPL's Registered / Approved Bidders for the item, who have been sent this Tender by Post/ Courier. Unsolicited offer are liable to be ignored.

**(LIMITED TENDER ONLY FOR REGISTERED VENDORS OF BRBNMPL
FOR TENDERED ITEM/S)**

Standard Bidding Document (SBD)

(Procurement of Goods and Services)

BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly owned Subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru 570003

Phone: 0821-2582905, 2582915, 2582925

FAX: 0821- 2582099

Website: www.brbnmpl.co.in

Email: mysorepress@brbnmpl.co.in

Not Transferable

Security Classification: Non-Security

TENDER DOCUMENT FOR “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”

Tender No: **69 /MYS/MAINT(P)/2016-17**, dated 17 /10/2016

This tender document contains 25 pages

The tender document is sold to:

M/s. _____
Address _____

Details of Contact persons in BRBNMPL regarding this tender:

Name: M P Vishwanatha,

Designation: Asst. General Manager

Address: As above

Phone : 0821 – 2469009, Fax : 0821-2582885

Email: mpvishwanath@brbnmpl.co.in

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To be downloaded from website: www.brbnmpl.co.in under 'Downloads' Section.

Section I: Notice Inviting Tender (NIT)
BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED
 (Wholly owned Subsidiary of Reserve Bank of India)
 Note Mudran Nagar, Mysuru 570003
 Phone: 0821-2582905, 2582915, 2582925, FAX: 0821- 2582099
 Website: www.brbtnmpl.co.in, Email: mysorepress@brbtnmpl.co.in

Section I: Notice Inviting Tender (NIT)

Tender No. 69/MYS/MAINT (P)/2016-17 dated 17 -10-2016

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services for a period of three years on yearly renewable basis.

Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
1	“Comprehensive Annual Maintenance Contract for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”	Annual Contract (12 Months)	Rs.12,000/- (Rupees Twelve thousand only)	Refer section – VII for Scope of work and technical specification

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	Two Bid system Part I – Techno-commercial bid Part II –Financial/Price Bid
Date of Sale of tender documents	From 18/10/2016 to 08/11/2016 during office hours
Price of the Tender Document	Rs. 500.00 (Rupees Five hundred only)
Place of sale of tender documents	Maintenance Division, Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru 570003 (OR) Can be downloaded from our website www.brbtnmpl.co.in , in which case Price of tender document should be enclosed along with your offer.
Closing date and time for receipt of tenders	14.30 hours on 09/11/2016
Place of receipt of tenders	Administrative Building, Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru 570003.
Time and date of opening of tenders	15.00 hours at 09/11/2016
Place of opening of tenders	Administrative Building, Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru 570003.
Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	Assistant General Manager (Plant Maintenance), Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru 570003.

2 Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.

3. Tender documents may be purchased on payment of non-refundable fee of Rs.500/- (Rupees five hundred only), if applicable (refer: Clause Price of Tender document mentioned above) per set in the form of account payee demand draft/ cashier's cheque / certified cheque, drawn on a scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Private Limited Payable at Mysuru.

4. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers and by international air-mail to the foreign tenderers, for which extra expenditure per set will be Rs. 100/- for domestic post and Rs. -- (will be fixed based on actual) for international air-mail. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

5. The tender document can also be downloaded from our web site (www.brbnmpl.co.in) in which case the non-refundable cost of the tender form in the form of DD should be submitted in the cover containing EMD. The techno-commercial offer of the tenderers who do not submit the cost of the tender document downloaded from the website shall be liable for rejection.

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold / received / opened on the next working day at the appointed time.

8. The tender documents are not transferable.

Guidelines for Two part Bid (Part-I - Techno-commercial bid, Part-II - Financial bid /Price bid) system.

The first part of tender is the Techno-commercial bid and the second part is Price bid offer.

PART I: The first sealed cover should contain Techno-commercial offer (SECTION II to X, XII to XVII and duly filled & signed compliance statement as mentioned in Annexure-A of section VII) of the tender along with the required documents, technical offer, etc., **OFFERS WITH COUNTER CONDITIONS IS LIABLE FOR REJECTION.** EMD of Rs. 12,000/- (Rupees Twelve thousand only) & cost of tender form (if downloaded from our website) Rs.500/- (Rupees Five hundred only), in the form of Demand Draft favouring BRBNMPL payable at Mysuru. The sealed cover should be super-scribed 'Part-I: Techno-commercial bid against Tender No. 69/MYS/ MAINT (P)/2016-17 for **“COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”**.

- Non submission of EMD liable for rejection.

PART II: The second sealed cover should contain only Financial Bid (SECTION XI) super-scribing “ Part-II : Price Bid against Tender No.69/MYS/ MAINT (P)/2016-17 for **“COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”**

- Price bid should be submitted separately. If submitted openly with Technical bid, offer liable for rejection.

TENURE: Initially this contract shall be awarded to the successful tenderer for a period of one year. At the end of tenure on satisfactory performance of the contractor, the contract may be renewed for a further period of Two more additional years on yearly renewal basis at a mutually agreed terms and conditions. However, the contract can be terminated at any time at the discretion of COMPANY with one month’s notice.

- Both the above two sealed covers should be put in a third cover and sealed, super scribing ‘Tender No. 69/MYS/ MAINT (P)/2016-17 for **“COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”** 09/11/2016 and should be addressed to The General Manager , BRBNMPL, Note Mudran Nagar, Mysuru- 570003 so as to reach us on or before 14.30 hrs on 09/11/2016.

Tenderer must understand the scope of work and requirements before submission of their Bid. Tenderer may visit our place on any working day between 09.00 hours & 16.00 hours, with prior appointment, to understand our requirement before submitting their offer.

The tenderer shall satisfy BRBNMPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with BRBNMPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be.

The first sealed cover containing Techno-commercial Bid (Part-I) only will be opened on the due date of opening i.e. on 09 /11/2016 at 15.00 hours.

- Offers received against this Techno-commercial offer shall be scrutinized in the technical evaluation.
- The second sealed cover containing the Price bid (Part-II) of only Techno commercially qualified bidders will be opened at a later date which will be intimated to the technically qualified parties.
- The second sealed cover containing Price bid (Part-II) of un-qualified parties in Techno-commercial offer, will be returned back to them in unopened condition.
- EMD of the unsuccessful bidders will be returned after finalization of the tender.
- Last date and time of submission of sealed offer (ref. Guidelines given above): 14.30 hours on or before: 09 /11/2016.
- Date of Opening of Techno-commercial Bid offers: at 15.00 hours on: 09/11/2016.
- Date of opening of Price bid offers: Will be intimated at a later date.

Yours faithfully,

For and on behalf of BRBNMPL, Mysore

-sd-

(H.V.Neerajakshappa,)

Deputy General Manager

Note Mudran Nagar,

Mysuru 570003

Telephone No. 0821-2582497

Email:neerajakshappa@brbnmpl.co.in

Encl: Part-I – Techno-commercial bid

Part-II – Price Bid

IMPORTANT NOTE: OFFERS SUBMITTED NOT IN LINE WITH THE ABOVE GUIDELINES WILL BE LIABLE FOR REJECTION. Please contact us for clarification, if any.

(To be signed & stamped and submitted along with Techno Commercial Bid Part –I)

Part I: Techno –Commercial Bid

Tender No.69/MYS/MAINT (P)/2016-17 dated : 17 /10/2016

Section II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)

This Section-II shall be downloaded from website: www.brbnmpl.co.in under the section 'Downloads' and signed & stamped and to be submitted along with the **Techno-Commercial Bid –Part I** as acceptance of terms & conditions.

(Offer submitted without the signed copies of Section-II shall liable to be rejected)

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section III: Special Instructions to Tenderers (SIT)

Tender No. 69/MYS/MAINT (P)/2016-17 dated 17/10/2016

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through Special Instructions to Tenderer (SIT). There could be other clauses in SIT as deemed fit.)

SL. No.	GIT Clause No.	Topic	SIT Provision
1	1,2,3,4,5,6,7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents	No Change
2	8	Pre-bid Conference	Not Applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	No Change
4	10,11,12,13,14,15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	No Change
5	16	Documents Establishing Tenderer's Eligibility and Qualifications	No Change
6	17	Documents establishing Good's Conformity to Tender document	No Change
7	18	Earnest Money Deposit (EMD) Note: Bidders claiming exemption of EMD should submit the DGS&D (or) NSIC registration certificate without fail along with their techno-commercial offer.	No Change
8	19	Tender Validity	180 days from date of opening of tender.
10	20	Signing and Sealing of Tender Note: The following SIT provision is made with respect the following clause 20.4. Number of Copies of Tenders to be submitted : One copy only (duplicate copy not required) 20.9: E procurement: Not permitted.	Two part bid system will be applicable to this tender.
11	21,22,23	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender	No Change
12	24	Opening of tenders Note: Please read the guidelines for filling up two part bid tender as mentioned in Page 4 above which is described in detail w.r.to clause 24.4	No Change
13	25	Basic Principle	No Change

14	26,27,28, 29,30,31, 32,33,34	Preliminary Scrutiny of Tenders, Minor Infirmity / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification / Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.	No Change
15	35 to 49	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BRBNMPL, AWARD OF CONTRACT, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanours, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result.	No Change
16	50 to 55	Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, tenders for Disposal of Scrap, Development / Indigenization Tenders	Not applicable to this tender

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section IV: General Conditions of Contract (GCC)

Tender No.69/MYS/MAINT (P)/2016-17 dated17/10/2016

This Section-IV shall be downloaded from website: www.brbnmpl.co.in under the section 'Downloads' and signed & stamped and submitted along with the **Technical-Commercial Bid –Part I** as acceptance of terms & conditions.

(Offer submitted without the signed & stamped copies of Section-IV shall liable to be rejected)

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section V: Special Conditions of Contract (SCC)

Tender No. 69 /MYS/MAINT (P)/2016-17 dated 17/10/2016

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify / substitute / supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GGC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl. No	GCC Clause No.	Topic	SCC Provision
1	1 to 15	Definitions; Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights, Country of Origin, Performance Security, Technical Specifications and Standards, Packing and Marking, Inspection and Quality Control, Terms of Delivery, Transportation of Goods, Insurance, Spare parts, Distribution of Dispatch Documents for Clearance/ Receipt of Goods	No Change
2	16	Warranty	No Change.
3	17& 18	Assignment, Sub Contracts	No Change
4	19	Modification of contract	No Change (Option clause is not applicable)
5	20 & 21	Prices, Taxes and Duties	No change
6	22	Terms and Mode of Payment Note: Bidders' attention is invited to refer GCC clause No.6 (Performance Security) & Clause No.16 (Warranty)	Payment shall be made on monthly basis only on satisfactory completion of the work and submission of bills
7	23 to 35	Delay in the supplier's performance, Liquidated damages, Custody and Return of BRBNMPL's Materials / Equipment / Documents loaned to Contractor, Termination for default, Termination for insolvency, Force Majeure, Termination for	No Change Place of the arbitration will be Mysuru / Bengaluru.

		convenience, Governing language, Notices, Code of Ethics, Resolution of disputes, Applicable Law, Secrecy,	
8	36	Disposal / Sale of Scrap by Tender	Not applicable to this tender

- 1) **Contract Price:** The contract price should be based on the scope of work, list of equipment, manpower, skill levels required and shall include salary, allowances, ESIC payment, PF payment, Bonus payment, Gratuity, conveyance, & overtime wages, if any, service & work contract Tax & all other charges including appropriate insurance charges, overheads for the work as mentioned in the Scope of work (Section VII). The contract rate shall be fixed, firm and binding and shall not be subject to any escalation whatsoever during the tenure of the contract. Statutory deductions shall be made as per rules. The Contractor shall pay bonus compulsorily @ 8.33% of total wages (Basic+DA) to his employees every year.
- 2) **Price Variation:** The quoted price should be firm for the contract period. The quoted price shall be valid for three years and there shall be no variation/escalation on any account except regarding service tax. No claim in respect of sales tax, or other tax duty or levy shall be entertained separately in addition to the quoted rate. Any upward/downward revision in service tax shall be considered at actual, subject to production of documentary evidence. Rate of Service tax included in the Price should be specified. **Rate of the wages should not be less than minimum wages as prescribed by Govt. of India and contractor shall ensure that wages are not less than minimum wages at any point of time during the complete period of contract. Accordingly contractor should quote taking in to consideration future increase in minimum wages as well. If the quoted price is less than the prevailing minimum wages, the price bid will be rejected.**
- 3) **Time schedule:** Initially, the Contract for AMC shall be awarded for a period of one year. It is renewable annually on the basis of performance for another two years. The whole contract or part of contract can be terminated at any time at the discretion of the BRBNMPL with three months' notice without assigning any reason.
- 4) **Payment:** Payment shall be made on monthly basis only on satisfactory completion of work and submission of bills. On award of work order the contractor shall raise monthly bill in the 1st week of succeeding month for release of payment after fulfilling the all-necessary formalities. If the monthly bill is held up due to any reasons of non-fulfillment of contract terms, the contractor must disburse the wages on time to his employees through his own sources.
- 5) **Statutory Deductions:** Statutory deductions such as WCT, ST, VAT, Income Tax etc. as applicable shall be effected while making payment.
- 6) **Performance Evaluation:** The overall performance shall be done by the dealing official(s) on periodical basis & continuation of the contract shall be primarily depending upon their performance. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated without any notice and performance deposit will be forfeited & will be blacklisted. However, the contract can be terminated at any time at the discretion of BRBNMPL with three months' notice.

7) Statutory requirements: The Contractor should comply with all statutory provisions as applicable such as but not limited to:-

- (a) Provisions of the Factories Act, Workman Compensation Act, Employers Liability Act, Contract Labour Act, Industrial Dispute Act, Minimum Wages Act, Payment of Wages Act, EPF and ESI Act including any modification thereof or any other law relating there to and rules framed there under from time to time.
- (b) Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948, prescribed by Ministry of Labour & employment, office of the Chief labour Commissioner. Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 and any applicable law in the country where any of the services are performed or regulations issued including without limitation of all laws, regulations and requirements of Government of India.
- (c) The Contractor shall indemnify the company from any claim due to any breach of statutory requirements and the company as a principle employer shall enforce the provisions of the act.
- (d) Contractor shall ensure that all workmen engaged by it use protective equipment as required. Any untoward incident arising out of improper supervision or inadequate safety measures shall be the sole responsibility of the contractor. Contractor shall conform to all the labour laws and shall remain solely responsible for the obligation under the relevant statutory provisions. Contractor shall properly maintain all necessary first aid kits under its custody and ensure that all its employees are adequately trained in administering first aid in case of emergencies.

8) Quantum of work: Quantities mentioned in the schedule of items (A list of Equipment), Section-VII are as per the prevailing installations & requirement during the currency of contract. Any such variance will be accounted and extra payment on this account will not be entertained during the currency of contract.

9) Incompletion/Discontinuation of work: If the work is not completed in all aspects or delayed beyond reasonable time or contractor discontinues the work abruptly, then BRBNMPL reserves the rights to get the remaining work/uncompleted work done through any other agencies at the risk and cost of the contractor. In such cases, the pending claims and Security Deposit of the contractor shall be forfeited.

10) Safety & Security Measures:

- a) BRBNMPL is a security organization. Hence the contractor has to abide by the security rules of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The contractor has to issue printed photo identity card to its workers duly authenticated by the designated security officer of the Company. Contractor should apply for Gate Pass for labours, welding permission and material entry pass etc. as per approved format only, well in advance to avoid any delay in issue of Gate passes.

- b) On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
- c) Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.

11) Performance Security: Within twenty one days after issue of award by BRBNMPL, the Contractor shall furnish performance security to BRBNMPL for an amount equal to 10% of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the Contractor.

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section VI: List of Requirements

Tender No. 69/MYS/MAINT (P)/2016-17 dated 17/10/2016

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money
1.	“Comprehensive Annual Maintenance Contract for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”	Nos.	12 months	Rs.12,000/- (Rupees Twelve thousand only)

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section VII: Technical Specifications

Scope of work:

- I. The scope of work covers the periodical and breakdown maintenance of OTIS Passenger cum Freight Elevators as listed below

Sl. No.	Description	Quantity
1	OTIS PASSENGER CUM FREIGHT ELEVATORS (G + 2) Type of Lift : V3F drive Type of Door : IMPD Capacity : 2000 Kgs.	04 nos.
2	OTIS PASSENGER CUM FREIGHT ELEVATOR (G + 1) Type of Lift : V3F drive Type of Door : IMPD Capacity : 2000 Kgs.	01 nos.

- II. The scope of work includes,

- a) Monthly visit to attend Periodical and Preventive maintenance of elevators as per the maintenance schedule during normal working hours from 0815 hrs. to 1700 hrs.
- b) The breakdown calls has to be attended within 24 hrs. if any, in between the scheduled monthly visit, after receipt of information from BRBNMPL. Any delay in breakdown call will attract penalty of 0.5% per day of contract value.
- c) Repairs / replacing of gear box, V3F drives, controllers and doors.
- d) Minor repairs of main hoisting motors.
- e) Repairing or replacing of mechanical components, electrical components and cables as and when required.
- f) Examining periodically all safety devices and governors and make all customary safety tests as per statutory regulations.
- g) Supplying / replacing of defective spares arising due to normal wear and tear, without any additional charges.
- h) Supplying of required consumables like lubricants, cleaning materials for maintenance of elevators , without any additional charges.
- i) A list of persons who will be carrying out the work during the contract period should be submitted to Maintenance Division within 15 days from the date of issue of the work order along with Bio-data of all persons countersigned by the contractor.
- j) Maintaining good housekeeping and cleanliness in the work area.

OTHER TERMS AND CONDITIONS:

- a) Tenderer shall not sub-contract any of the work or part thereof. However any associated work like fabrication and machining may be got it done through an external agency after approval from BRBNMPL.
- b) Tenderer shall furnish a detailed maintenance schedule for the elevators. The latest revision of the maintenance schedule should be followed.
- c) Tenderer shall depute sufficient numbers of its own experienced, competent, qualified personnel who are working permanently in their organization.
- d) Tenderer shall arrange all necessary tools and tackles required to carry out the works as mentioned in the scope of work.
- e) All the works carried out shall be duly filled in the service report form and same shall be submitted to the BRBNMPL for authorization.
- f) If BRBNMPL desires to associate any of its operating / Maintenance personnel along with Tenderer personnel during the aforesaid maintenance, the contractor shall not object to the same. However, this shall not relieve the contractor from his obligation under this contract.
- g) Tenderer shall be responsible for the ESI, insurance, safety and security of their personnel deputed for this work.
- h) Tenderer shall follow all safety rules & regulations as per the Karnataka Factories Rules 1969.
- i) Any damages to the existing system or associated systems due to negligence of Tenderer personnel shall be compensated by repairing/replacing the same at their cost.
- j) Tenderer shall comply with all statutory rules laid under Karnataka Lift act 1974, Lift rules 1976 and Indian Electricity rules 1954.
- k) Tenderer shall be responsible for getting the Annual Inspection of Lifts done by Electrical Inspectorate as per Karnataka Lift act 1974 and Rules 1976 at appropriate time (well before due date). However, the statutory fees, as applicable, will be paid by BRBNMPL.
- l) BRBNMPL reserves the right to cancel the Contract or any part thereof, if Tenderer fails to perform in accordance with the terms of this Agreement. In that case BRBNMPL will claim liquidated damages, if any.
- m) Tenderer shall make its own arrangement for accommodation, transportation of his service personnel with no extra cost to BRBNMPL.

C. Maintenance of records.

The contractor shall be responsible for maintaining records of work done, consumable consumption, spares etc. It is required to maintain records of daily and all periodic maintenance schedules in approved format .Contractors are required to Update/ Maintain regularly all the documents and records as applicable to EQMS system being followed by the company.

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

COMPLIANCE STATEMENT

Tender No.69/MYS/MAINT (P)/2016-17 dated 17/10/2016

1) Compliance statement - Technical

Sl. No.	BRBNMPL's Requirement	OUR OFFER	Deviations, if any.
1	“Comprehensive Annual Maintenance Contract for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”	Accepted/Not accepted	
2	Man Power Deployment	Accepted/Not accepted	
3	Contract period (Initially for one year and renewable annually for another two years based on satisfactory performance)	Accepted/Not accepted	

2) Compliance Statement - Others

Sl No	DESCRIPTION		Tenderer Statement	Deviation (In case of not accepted)		
1	All the terms & conditions mentioned in the tender are accepted.		Accepted/Not accepted			
2	Payment terms as per tender is accepted		Accepted/Not accepted			
3	Financial soundness	2013-14	2014-15	2015-16		
	Actual turnover					
	Net profit					
	Net worth of the firm					
4	Experience	Company name	Work order no & date	Detail of work	Order value	Date of completion

Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1.

The Tenderer is to provide the required details, information, confirmations, etc. accordingly, failing which their tender is liable to be ignored.

Name & Signature of the authorized person:

Place:

Date:

(Duly filled & signed compliance statement given above has to be submitted along with the Part-I - Techno-commercial bid of the tender.)

Section VIII: Quality Control Requirements.

1. All maintenance, repair and modification works shall be as per the requirement of equipment user and as per Manufacturer guidelines and standards.

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section IX: Qualification/ Eligibility Criteria

I. Financial Soundness:

- a) Average Annual turnover of the bidder during last three years ending 31/03/2016 should be more than Rs. 1,80,000/- and it should be reflected in audited financial report for the said period and should be certified by Chartered Accountant.
- b) Bidders should not have suffered any financial loss for more than one year during last three years ending 31/03/2016.
- c) The net worth of the firm should not have eroded by more than 30% in the last year ending 31/03/2016.

All financial standings data like P/L accounts, Balance sheets, etc. should be certified by Chartered Accountants(CA) only.

II. Experience:

Contractor shall have experience in successfully completed similar AMC works during last seven years ending 31st March, 2016 shall be either of the following,

Three similar completed AMC works costing not less than Rs.2.4 lakhs

OR

Two similar completed AMC works costing not less than Rs.3 lakhs

OR

One similar completed AMC work costing not less than Rs.4.8 lakhs

Note : "Similar works means “ ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of Elevators/Lifts”

III. General:

- a. The firm should give a declaration that they have not been blacklisted / debarred for dealing by BRBNMPL/Government of India in the past 5 years ending 31/03/2016.
- b. Bidders should submit valid VAT , CST, Service Tax registration certificate along with their technical bid.
- c. The firm should confirm that they are competent and legally authorized to submit the tender and / or to enter into legally binding contract.
- d. The tenderer shall enclose a confidentiality statement duly signed and stamped as below;

“The information, which is contained in this document will not, in whole or in part be reproduced, transferred to other documents/electronic media or disclosed to others without written consent of BRBNMPL”. Bidder shall also undertake to maintain secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL.

We _____(name of the company) have enclosed supportive documents pertaining to the above requirements.

Authorized signature with stamp

(To be signed & stamped and submitted along with Techno Commercial Bid Part –I)

Section X: Tender Form

Date

To
The General Manager,
BRBNMPL,
Note Mudran Nagar,
Mysuru – 570 003

Ref: Your Tender document No.69/MYS/MAINT(P)/2016-17 dated 17/10/2016

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver (description of goods and services) in conformity with your above referred document for the sum of _____ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V — "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto as required in the GIT clause 19, read with modification, if any in Section-III — "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Dated this _____ day of _____

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

Section XI: Price Schedule

From

To

The General Manager,
BRBNMPL,
Mysuru -570 003

Price Bid for **“COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”**
Reference : Your Tender No.69/MYS/ MAINT(P)//2016-17 dated 17/10/2016

We have received your tender enquiry cited and are pleased to enclose the following as our commercial bid for your kind consideration.

SL. NO.	Description	Rate for 1 st Year	Rate for 2 nd Year	Rate for 3 rd Year
01	“COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT for Repair & Maintenance of 5 Nos. of OTIS makes Elevators at BRBNMPL, Mysuru”			
02	Service Tax @ _____% for Sl.No.1			
Total Amount				

Total Amount in words

(Rupees.....only)

Signature of tenderer with seal

Name:

Date:

Place:

Section XII –QUESTIONNAIRE

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue do not apply to a tenderer, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question / issues, its tender will be liable to be ignored.

1. Brief description of goods and services offered:
2. Offer is valid for acceptance up to: 180 days from date of tender opening
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India
Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority. Also submit copy of VAT, CST, TIN No, Service tax registration certificates.
4. Status:
 - a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present BRBNMPL registered and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
 - b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?
Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.
5. Please indicate name & full address of your Banker(s)
6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry / Dept. of Government of India or by any State Govt.
7. Whether Techno-commercial & Financial Bid are kept in two separate sealed covers with clear superscription on the envelope and these two covers are put in a big cover marking Tender details?
8. Whether required EMD & cost of tender documents is submitted along with the technical bid.
9. We _____ (name of the company) confirm that we abide by all the terms & conditions of this tender and we don't have any counter conditions.

.....
(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

.....

(Name, address and stamp of the tendering firm)

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)