

Price of Tender Document : Rs. 500/-

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

F. NO. MAKAIAS/Tender Notice/2021-22/5

Date: 10/12/2021

Invitation to Tenderer

To

Sub: Repairing and comprehensive annual maintenance of the elevator system of the Salt Lake campus of MAKAIAS (two storied building).

Sir,

Maulana Abul Kalam Azad Institute of Asian Studies, an autonomous body under the Ministry of Culture, Government of India, invites sealed tenders for empanelment of firm(s) for supply of office furniture items through Rate Running Contract for a period of one year.

Enclosed hereto are as follows:

- Annexure - I A and IB : Schedule of Requirements/Detailed specifications.
Annexure - II : Technical Bid (Pre-Qualification Format)
Annexure - III : Financial Bid
Annexure - IV : Instructions to Tenderers and General Conditions of the Contract.
Annexure - V : Bank Guarantee Proforma
Annexure -VI : Check List

It may be noted that Annexure - III "Instructions to Tenderers and General Conditions of the Contract" is to be returned to us in token of acceptance of the terms and conditions of the contract, by signing each and every page of the document, without which the tender will not be considered. The tender document is available on MAKAIAS website (www.makaias.gov.in), which can be downloaded.

Yours Sincerely



(Director)

Maulana Abul Kalam Azad Institute of Asian Studies



MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

TENDER DOCUMENT

For

**Repairing and comprehensive annual maintenance of the
elevator system (Lifts) of the
Salt Lake campus of MAKAIAS (two storied building).**

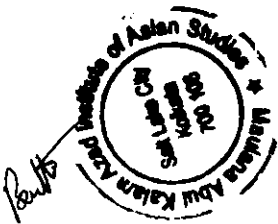
Last Date & Time for submission of Tender : 22/12/2021 up to 3.00 p.m.

Date & Time for Opening of Tender : 22/12/2021 at 4.00 p.m.



(Director)

Maulana Abul Kalam Azad Institute of Asian Studies




SCHEDULE OF REQUIREMENTS :

Sl. No.	Items	(Qty.)
1.	Repairing of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)	- 2 Nos.
2.	Comprehensive annual maintenance of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)	- 2 Nos.

(*Interested bidders may visit the institute for necessary inspection of the elevator system during the office hours (11.00 AM to 5.00 PM), from Monday to Friday.)

Detailed specifications in ANNEXURE -I 'B'.


(Director) ✓

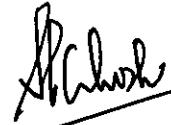
Maulana Abul Kalam Azad Institute of Asian Studies



SPECIFICATIONS

1. Make : Johnson
2. No. of Lifts : 02 (Two) nos.
3. Carrying capacity : For 8 persons (544 kg.)

N.B. (*Interested bidders may visit the institute for necessary inspection and physical verification of the elevator system during the office hours (11.00 AM to 5.00 PM), from Monday to Friday in order to submit their lowest quotation/rates for necessary repairing works and comprehensive AMC of the lifts).



(Director) ✓

Maulana Abul Kalam Azad Institute of Asian Studies



TECHNICAL BID

(PRE-QUALIFICATION FORMAT)

1) Name of the Vendor/Agency :

2) Office Address :

3) Telephone Number :

Land Line :

Mobile :

4) Name of the Proprietor / Partner
Residential Address of Proprietor / Partner
(with Land Line Number) :

5) Trade/Business License (Attach proof) :

6) PAN No. (Attach proof) :

7) GST No. (Attach proof) :


8) Income Tax Return for the last two years
(Attach proof) :

9) Experience/List of contracts of similar nature :

10) Name, Mobile no. of the contact person
(He/she shall be the coordinator on behalf of the agency) :

I /We Proprietor(s)/Partner(s)/Director(s) of M/s.....
hereby declare that neither I/We nor any member of my/our family is/are any way related
to any officer/employee of Maulana Abul Kalam Azad Institute of Asian Studies.

Date :

Reut →  *AC Chowdhury*

Signature(s) with rubber stamp


ANNEXURE-III

Financial Bid

Sl. No.	Name of the Item	Specification	Basic Quoted Price (Rs.)	Tax/Duties (Rs.)	Total (Rs.)
1	Repairing of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)	02 nos. lifts (Johnson make. for 8 persons /544 kg.) - two storied building			
2	Comprehensive annual maintenance of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)	02 nos. lifts <u>(Johnson make, for 8 persons /544 kg.) - two storied building</u>			
		Total			

- In all above items quoted prices should be furnished with item wise details and.
- The rates quoted should be inclusive of Transportation charges, if any. Price break-up indicating basic price. all taxes and duties etc. individually should also be given.

Date :

Print →  → *Signature*

Signature(s) with rubber stamp

INSTRUCTIONS TO TENDERERS AND GENERAL CONDITIONS OF THE CONTRACT

1. General Information

On behalf of the Director, Maulana Abul Kalam Azad Institute of Asian Studies invites sealed tenders from established and reliable vendors for Empanelment of firm(s) for Repairing and comprehensive annual maintenance of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building) as per the Schedule of Requirements/ Specifications (Annexure – 1A & 1B) of the Tender Document. The tender should be submitted with all relevant catalogue/literature/leaflets, if any.

- 1.1 The tender document is also available on MAKAIAS website (www.makaias.gov.in), which can be downloaded.
- 1.2 Prices are to be quoted separately in the Financial Bid. (Annexure –II)
- 1.3 All offers should be submitted before the time and date fixed for the receipt of offers as set forth in the tender documents. Offers received after the stipulated time and date will be summarily rejected. The Tenderer must ensure that the conditions laid down for submissions of offers are correctly and completely adhered to. Tenders found deficient in any respect shall be summarily rejected. Similarly, conditional offers/offers with terms and conditions inconsistent with those contained in this document shall be rejected.
- 1.4 In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding power of attorney; in case the firm is registered, a copy of the certificate issued by the Registrar of firms be furnished. In the event of the Tender being submitted by a Company, it must be signed by a person who is authorized under the Articles of Association of the Companies to do so or by a person holding a duly authorized power of attorney supported by Board Resolution of the Company.
- 1.5 An indicative Check List has been included in **Annexure-V**. This has been designed to help the Tenderer in submitting complete offer. An incomplete offer is liable to be rejected. The Tenderer must check this Checklist and submit the requisite papers along with his offer in his own interest.
- 1.6 MAKAIAS reserves the right to accept or reject any tender without assigning any reasons thereof.



[Handwritten Signature]

Signature and Seal of the Tenderer

2. **Submission of Tender:**

2.1 The tender complete in all respects should be addressed to the Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), so as to reach on or before the last date of submission i.e. on 15/11/2021 up to 3.00 p.m. in Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), IB-166, Sector-III, Salt ake, Kolkata – 700 106.

2.2 The Technical bid will be opened on 15/11/2021 at 4.00 p.m. Financial bids of the suppliers who are qualified in the technical bid will be opened on 15/11/2021 at 4.00 p.m.

3. **Submission of Offer**


3.1 The tender in the prescribed format must be under sealed cover. This is a two-bid system. The first cover should be superscribed **“Technical Bid for Repairing and comprehensive annual maintenance of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)”**. The second cover should be superscribed **“Financial Bid for Repairing and comprehensive annual maintenance of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)”**. Both these Envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/submitted. The third sealed cover shall be addressed to **Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS)** the superscribing **“Tender bid for Repairing and comprehensive annual maintenance of the elevator system (Lifts) of the Salt Lake campus of MAKAIAS (two storied building)”**. If the outer Envelope is not sealed properly, the tender is liable to be rejected.

3.2 Envelope No. (1) shall contain all the Technical details about manufacturing/supply capability, experience, number of qualification documents etc. The Earnest Money Deposit shall be kept in this envelope. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened.

3.3 In the financial bid, the prices and other information like discounts and (or) any terms having a bearing on the price shall be written both in Words and Figures. If there is discrepancy between the price/information quoted in words and figures, the price/information quoted in words shall prevail.

3.4 The **“Technical bid”** shall be opened in the first instance in the presence of tenderers or their authorized representatives. Only one authorized representative per tenderer will be permitted to be present at the time of opening of the tender.

Pruthi



[Signature]

Signature and Seal of the Tenderer

- 3.5 The Excise Duty/Sales Tax/GST/VAT etc., as applicable should be included in the price, failing which the IGNOU shall have no liability to pay these charges, and the liability shall be that of the tenderer.
- 3.6 Each page of the offer shall be numbered and will bear the signature of the tenderer at the bottom with stamp. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.
- 3.7 The Company should preferably be Certified with latest International Organization for Standardization (ISO).
- 3.8 The Tenderers should submit the details of the turnover of their companies for previous three years. Copies of the balance Sheets for the the previous three years should be attached.
- 3.9 The details of GST/VAT/TIN/PAN should be given with the technical bid.
- 3.10 Company Registration Certificate with last Payment receipt should be submitted with the Technical Bid.

4. Background Information (about the company).

- 4.1 The tenderer shall provide the names of the customers to whom similar items were supplied in the past two years (copies of the PO to be enclosed), along with the supporting documents while submitting the technical bid :-
- 4.2 In case, the tenderer feels necessary to provide any additional information, they may give on a separate sheet and enclose it with Technical Bid.

5. Compliance with the technical specifications:

- 5.1 Deviations from the specification, if any, shall be clearly indicated along with explanations.
- 5.2 MAKAIAS may accept such specifications that ensure same or higher quality than the prescribed one. However, the decision of MAKAIAS in this regard shall be final.



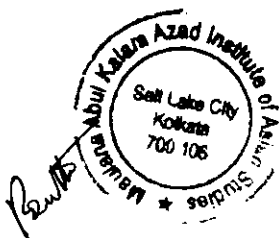
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Signature and Seal of the Tenderer

6. Earnest Money Deposit:

- 6.1 The Earnest Money Deposit amount of Rs. 50,000/- (Rupees Fifty thousand only) will have to be furnished by all tenderers. The Earnest Money Deposit can be submitted by way of Banker's Cheque/FDR/Demand Draft from any Public Sector/Scheduled Bank drawn in favour of Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS) payable at Kolkata or in the form of Bank Guarantee (as per the Annexure -IV) from any Scheduled Bank. The Bank Guarantee shall remain valid for a period of 90 days. Any tender not accompanied by Earnest Money shall be summarily rejected.
- 6.2 The EMD shall remain with the MAKAIAS during the period of validity of the offer, i.e. minimum period of ninety (90) calendar days from the date of opening of tender.
- 6.3 No Interest shall be paid by the MAKAIAS on the EMD for the above said period.
- 6.4 The EMD deposited is liable to be forfeited if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect, within the period of validity of his offer.
- 6.5 If the successful tenderer fails to furnish a Performance /Security deposit, on terms and conditions laid down by the MAKAIAS, then the Earnest Money shall be forfeited by MAKAIAS.
- 6.6 The EMD of all unsuccessful tenderers shall be returned within a reasonable period (normally 30 days) after finalization of the tender.

Signature and Seal of the Tenderer



Handwritten signature and checkmark

7 **Local Conditions:**

7.1 It will be imperative on each tenderer to fully acquaint himself with the entire local conditions and factors, which would have an effect on the performance of the contract and cost. MAKAIAS shall not entertain any request for clarifications from the tenderer regarding local conditions. No request for the enhancement in price or extension of time schedule of repairing/AMC shall be entertained after MAKAIAS has accepted the offer.

8. **Evaluation of Offer:**

8.1 If the purchaser considers necessary, it may ask revised financial bids from the short listed tenderers which should be submitted within two days of intimation to this effect in sealed envelopes on specified dates and time. The revised bids shall not be for amounts more than one quoted earlier for an item, unless the specification is higher configuration than the earlier ones by the respective tenderers. Any tenderers quoting higher rates for the same items quoted earlier in their revised financial bids shall be disqualified for further consideration and EMD submitted may be forfeited.

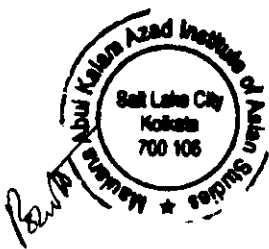
8.2 **The Financial Bid of only the technically short listed tenderers shall be opened in the presence of their representative, if they like to be present on a specified date and time, which will be communicated to the short listed Tenderers.**

8.3 The MAKAIAS reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Committee of MAKAIAS in this regard shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for MAKAIAS tenders in future for a maximum period of three years.

8.4 All available technical literature, catalogues and other data in support of the specification and details of the items should be furnished along with the offer.

9. **Acceptance of Tender:**

9.1 MAKAIAS may accept the tender, or reject any tender without disclosing any reason there of and may or may not accept the lowest/any tender.



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Signature and Seal of the Tenderer

10. **Effect and Validity of Offer:**

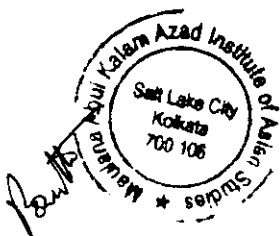
- 10.1 The offer shall be kept valid for acceptance for a minimum period of one year from the date of opening of the Financial Bid. The contract shall be initially valid for a period of one year from the date of award of the contract, which can be extended up to 3 years after the expiry of one year on mutually agreed terms.
- 10.2 All the terms and conditions for the payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable. Alterations, if any, in the tender bid shall be attested properly by putting their signatures and seal by the tenderer, failing which the tender is liable to be rejected.

11. **Security Deposit/Performance Security:**

- 11.1 The successful tenderers shall, after the order is placed, deposit a sum equivalent to 5% of the value of contract as security deposit for due performance of the contract. The security deposit may be furnished in the form of a bank draft/ Banker's Cheque drawn in favour of **Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS)** from a scheduled bank. The validity of Performance Security shall be for 60 days more than the validity of empanelment period. Failure to furnish security deposit shall be treated as breach of contract and entail cancellation of the offer of acceptance, forfeiture of EMD and procurement of goods from the next acceptable tenderer at the Cost and risk of the contractor.
- 11.2 If the tenderer is not able to complete the repairing work and make the lifts fully functional within a maximum period of 30 days to the complete satisfaction of the MAKAIAS, the Bank Guarantee shall be invoked.

12. **Period & Terms of Delivery:**

- 12.1 The tenderers will complete the work of repairing of the lifts of MAKAIAS and make them fully functional within a maximum period of 30 days from the date of receipt of confirmed work order.
- 12.2 100% payment for repairing work shall be made after satisfactory completion of the work and after submission of all relevant documents in this regard. Annual Maintenance Charges (AMC) will be made as per accepted terms and conditions of the AMC by both the parties.



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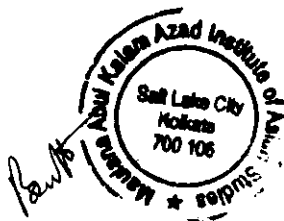
Signature and Seal of the Tenderer

- 12.3 The contractor will be held responsible for risk coverage and all transit/technical hazards involved in the repairing work and AMC and ensure safety and security of all concerned.
- 12.4 MAKAIAS will take any responsibility for any accident or damage/loss of asset or life during the Repairing/AMC work.
- 12.5 Wherever required, **Test/Completion Certificate** should be sent along with the invoices/bills and other relevant documents.

16. Dispute Resolution:

If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract hereof, the parties shall resolve it by resorting to in the following manner:-

- (a) Parties shall attempt for a period of 30 days after receipt of notice by the other Party of the existence of a Dispute to settle such Dispute in the first instance by mutual discussions between the Parties.
- (b) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the Dispute shall be referred to the sole arbitration of an arbitrator appointed by the Director, MAKAIAS. The party having a grievance shall serve written notice by Registered acknowledgment due post, on the other party intimating its intention of invoking the arbitration clause and shall simultaneously serve a notice on in the similar mode to the Director, MAKAIAS requesting him to appoint an arbitrator.
- (c) The arbitration proceedings shall be held in accordance with the provisions of the latest Arbitration and Conciliation Act, as applicable, or any statutory modification or re-enactment thereof.
- (d) The arbitration proceedings shall be conducted in the English language. The venue of all Arbitrations shall be Kolkata.
- (e) Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator shall also decide as to which party shall bear the cost of the proceeding.
- (f) The Arbitrator with the consent of the Parties may extend the time.



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Signature and Seal of the Tenderer

BANK GUARANTEE PROFORMA

1. In consideration for the Director, Maulana Abul Kalam Azad Institute of Asian Studies (hereinafter called the MAKAIAS) having agreed to exempt (hereinafter called " the said contractor(s)" from the demand, under the terms and conditions of an Agreement dated made between..... and of EMD/Performance Security for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs..... (Rupees (indicated the name of the bank) at the request of contractor(s) do hereby undertake to pay to the MAKAIAS an amount not exceeding Rs. Against any loss or damage caused to or suffered would be caused to or suffered by the MAKAIAS by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said agreement.

2. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the MAKAIAS stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the MAKAIAS by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay the MAKAIAS any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating there to liability under this present being absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We, Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the MAKAIAS under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the Guarantee thereafter.

5. We further agree with the MAKAIAS that the MAKAIAS shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the MAKAIAS against the said contractor(s) and the forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of the MAKAIAS or any indulgence by the MAKAIAS to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.



[Handwritten signature]

- 6. Notwithstanding any thing contained herein above our liability under the guarantee is restricted to Rs. And shall remain in force until Unless acclaim or suit under this guarantee is filled with us on before..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.
- 7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
- 8. Welastly undertake not to revoke this Guarantee during its currency except with the previous consent of the MAKAIAS in writing.

Dated the date of/2021

For
(indicate the name of bank)

Signature.....

Name of the Officer.....
(in block capitals)

Designation of

Code no.....

Name of the Bank & Branch.....

[To be counter signed by the branch bank)



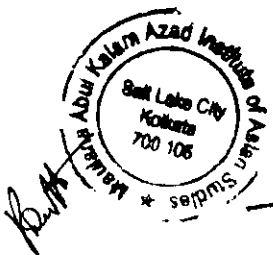
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CHECK - LIST

1. Please check that you have submitted the Earnest Money as per the schedule and enclosed the Bank Draft in Envelope (1) of the tender.
2. Please check whether you have studied the detailed conditions regarding the submission of Performance Security Deposit.
3. Please check that the tender and tender documents have been signed by appropriate authority.
4. Please check that you have superscribed the envelope as per Terms and Conditions of tender indicating the correct address of the addressee.
5. Please check that you have enclosed the performance statement regarding similar work undertaken in the past.
6. Please check that your tender is valid for the period as asked for.
7. Please check that you have furnished statement of Deviation, if any.
8. Please check the delivery Period correctly and precisely.
9. Please check the eligibility criteria for the Tender.

Signature:

Address of the tenderer with rubber stamp



[Handwritten Signature]