

**Food Safety and Standards Authority of India
FDA Bhavan, IIIrd and IVth Floor,
Kotla Road, New Delhi-110002.**

LIMITED TENDER No. 14 - F.No.004/DSA/2008-FSSAI

BID INVITATION

**LIMITED TENDER FOR MODERNISATION,
OPERATION & COMPREHENSIVE SERVICE MAINTENANCE
CONTRACT OF LIFT AT FDA BHAVAN**

COST OF BID DOCUMENT – Rs. 50/-

Food Safety and Standards Authority of India (FSSAI)
FDA Bhavan, 3rd and 4th Floor,
Kotla Road, New Delhi-2

Dated: 11.02.2010

LIMITED TENDER No. 14 - F.No.004/DSA/2008-FSSAI

NOTICE INVITING TENDER

Office of Issue : **Food Safety and Standards Authority of India
Administration Department
FDA Bhavan, 3rd and 4th Floor
Kotla Road, New Delhi-2**

Tender No. : **14 - F.No.004/DSA/2008-FSSAI**

Date of Issue of Bid document : **11th February, 2010**

Tender Forms Available From : **Director(Admn), FSSAI
Food Safety and Standards Authority of India
Administration Department,
FDA Bhavan, 3rd and 4th Floor,
Kotla Road, New Delhi-2**

Due date of Receipt : **10th March, 2010** **Time 1500 hrs.**

Date of opening of bid : **10th March, 2010** **Time 1530 hrs.**

Cost of bid Documents : **Rs. 50/- (Non-refundable)**

Wax sealed limited tenders are invited for and on behalf of the President of India for Modernisation, Operation and Comprehensive Service Maintenance of Lift at FDA Bhawan.

2. Non-transferable bid document containing detailed description of the commercial and other terms and conditions may be obtained from the Director(Administration), Food Safety and Standards Authority of India (FSSAI), Administration Department, FDA Bhavan, 3rd and 4th Floor, Kotla Road, New Delhi-2 on all working day on payment of Rs. 50/- (Rs. Fifty only) non-refundable w.e.f. 11th February, 2010 (Between 1300 hrs. and 1600 hrs. on all working days. The payment will be accepted in the form of cash or crossed Account payee demand draft, drawn on any scheduled bank in Delhi in favour of the Senior Accounts Officer, FSSAI, New Delhi-02.

3. Bid document may also be downloaded from the website of Food Safety and Standards Authority of India at www.fssai.gov.in and the bidder shall deposit Rs. 50/- towards the cost of bid document in the form of crossed Account payee demand draft, drawn on any scheduled bank in Delhi in favour of the Senior Accounts Officer, FSSAI, New Delhi-2 along with the bid.

4. The undersigned [Phone No. 23220990, 23220994] may be contacted for any clarification.

Sd/-
(R. Vijay)
Director (Admn & Fin.)
For & on behalf of the President of India
Food Safety and Standards Authority of India (FSSAI)
FDA Bhavan, 3rd Floor,
Kotla Road, New Delhi-2
Phone No. 23220994

Copy to:

1. As per list enclosed
2. All Ministries/Departments, Govt. of India

Food Safety and Standards Authority of India (FSSAI)
FDA Bhavan, 3rd and 4th Floor,
Kotla Road, New Delhi-2

Dated: 11.02.2010

LIMITED TENDER No. 14 - F.No.004/DSA/2008-FSSAI

No. 14 - F.No.004/DSA/2008-FSSAI

M/s. _____

(BID INVITATION)

Subject: LIMITED TENDER FOR MODERNISATION, OPERATION & COMPREHENSIVE SERVICE MAINTENANCE CONTRACT OF LIFT AT FDA BHAVAN

Tender in sealed covers is invited for supply of Limited Tender for Modernisation, Operation & Comprehensive Service Maintenance Contract of Lift at FDA Bhavan as detailed at **ANNEXURE-1**

1. General Information about the tender:

Office of Issue : Food Safety and Standards Authority of India
Administration Department,
FDA Bhavan, 3rd Floor and 4th Floor,
Kotla Road, New Delhi-2

Tender No. : **14 - F.No.004/DSA/2008-FSSAI**
Date of Issue of Bid document : **11th February, 2010**
Tender Forms Available From : **Director(Admn)**
Food Safety and Standards Authority of India
Administration Department,
FDA Bhavan, 3rd Floor and 4th Floor,
Kotla Road, New Delhi-2

Due date of Receipt : **10th March, 2010 Time 1500 hrs.**
Date of opening of the bid : **10th March, 2010 Time 1530 hrs.**
Cost of bid Documents : **Rs. 50/- (non-refundable)**

2. Submission/opening of tenders:-

2.1 The bids should be submitted in **sealed envelope**. Please super scribe the tender number and date of tender opening on sealed cover. The name and address of the Bidder should clearly appear on the envelopes. Failure to do so will render your offer invalid.

**LIMITED TENDER FOR MODERNISATION, OPERATION &
COMPREHENSIVE SERVICE MAINTENANCE CONTRACT OF LIFT
AT FDA BHAVAN**

TERMS AND CONDITIONS

Type of Lifts	:	ELECTRIC TRACTION LIFT, MANUFACTURED BY ECE INDUSTRIES LIMITED
Capacity	:	7 (SEVEN) PERSONS:- RATED CAPACITY IN WEIGHT 544 KGs.
No. of Lifts	:	1 (ONE)
Floor Covered	:	BASEMENT TO FOURTH FLOOR (FOUR STOPS).
Location	:	FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA, FDA BHAVAN, NEXT TO RASHTRIYA BAL BHAWAN, KOTLA ROAD, NEW DELHI-110002.

1. Intending Tenderers may inspect the lift and their machine room any time between 1400Hrs. and 16 00Hrs. on all working days.
2. Tender should be sent in a sealed cover super scribed as — Limited Tender for Modernisation & Comprehensive Maintenance Contract of Lift“
3. Tender should be addressed by name to Shri R. Vijay, Director (Admn. & Fin.), FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA, FDA BHAVAN, NEXT TO RASHTRIYA BAL BHAWAN, KOTLA ROAD, NEW DELHI-110002 **and should reach before 1400Hrs. on 10.03.2010**. The tenders may be sent by registered post or may be delivered in person at the above address. Tenders received after the due date and time shall not be considered.
4. The Tender shall be accompanied by an Earnest Money Deposit (refundable) for Rs.15,000/- (Rupees Fifteen Thousand only) in the form of crossed bank draft drawn on any Nationalised Bank payable at New Delhi and drawn in favour of Senior Accounts Officer, FSSAI.
5. The Tenderer shall enclose his/their latest Income Tax clearance Certificate.
6. The Earnest Money Deposit furnished shall carry no interest.
7. The tenderer should have undertaken modernisation of similar lifts (Electric Traction Lift, Manufactured by ECE Industries Ltd.) during the past three years. Proof of the same should be enclosed in the tender.
8. The Tenders will be opened at 1530Hrs. on 10th March, 2010 at the office of the Shri R. Vijay, Director (Admn. & Fin.), FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA, FDA BHAVAN, NEXT TO RASHTRIYA BAL BHAWAN, KOTLA ROAD, NEW DELHI-110002, in the presence of the available tenderers.
9. Tenders submitted (1) Without seal in the cover (2) Without EMD (3) Without proof of modernisation of such lifts (4) without the superscription (5) Not addressed by name (6) Without IT clearance Certificate (7) and Signature of the Tenderer submitted after the time and date stipulated will be summarily rejected.
10. The quarterly service charges quoted for the operation and maintenance per lift shall be written in figures and words and any correction or overwriting made in the quotation shall be attested, failing which the tender shall be rejected.

11. Provisional clause included in the tender such as —Subject to market fluctuations“ —Labour charges extra — which might affect the rates quoted will result in the tender being rejected. Ambiguity in the rate quoted will make the tender invalid. Conditional tenders of any kind will not be entertained.
12. Rate quoted should be exclusive of taxes, surcharges, etc. taxes, surcharges or any other charges, if applicable, should be indicated separately and explicitly. Tenders will be finalized based on the total charges payable including taxes etc.
13. The Earnest Money Deposit shall be forfeited if tenderer withdraws the offer before the finalization of the tender and entering into contract. The EMD of all the tenderers will be retained till finalization and it will be returned after finalization. The EMD of the successful tenderer will be converted as security deposit. The security deposit does not carry any interest and will remain with the Authority during the period of contract.
14. Performance security of an amount of 5% of the value of the contract shall be furnished by the successful bidder in the form of A/c payee Demand Draft or Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank in an acceptable form to safeguard the interest of this Authority. The performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations.
15. The tender shall include provision for automatic rescue system, mandatory auxiliary or alternate power supply system, following of BIS Code of practice, material/operators confirming to relevant BIS specifications, concurrent liability of lift or escalator, erection and/or maintenance company.
16. The duration of the contract will be for a period of one year from the date of signing of the contract. The company is to quote the quarterly charges for the comprehensive operation and maintenance contract for the lifts in the proforma as per Annexure. Taxes if any are to be clearly and separately mentioned. The company has to raise its bill on completion of every quarter and payment by cheque for the same will be made by the Authority.
17. One trained person having full knowledge of operation, rescue devices and power supply systems shall be deployed on duty in FDA Bhavan by the company directly during all working days from 09:00 AM to 06:00 PM for smooth operation of the lifts and safety of the passengers. He should always be available in case of any need for rescue operation of the travelling passengers if trapped in the lifts in the event of power breakdown or any other reason whatsoever may be.
18. Trained men should be directly employed and supervised by the company. They should be qualified to keep the equipment properly adjusted and should take all reasonable care to maintain the elevator equipment in proper and safe operating condition.
19. The lift shall be regularly and systematically examined, adjusted and lubricated and conditions warrant, the component rendered defective due to normal wear and tear will either be repaired or replaced at the company's option without any extra charges.
20. As part of modernisation of the existing lift, the following are required to be undertaken by the tenderer: changing the controller of the lift, replacement of door driver system, replacing the electromechanical doors safeties with full length infra red door curtains.
21. The components of the lift equipment which are to be covered by this contract are:- Machine motor, generator and controller parts including worms, gears, thrusts, bearings, brake and brake-magnet coils or brake motors, brake shoes, brushes, windings, commutators, rotating elements, contacts. Coils, resistances, VJF drive and other mechanical and electrical parts.

22. The company should also renew guide shoe linings or guide shoes, when such renewal is necessary to ensure smooth and quiet operation of the lifts.
23. The company should renew all wire ropers as often as is necessary to maintain an adequate factor of safety to equalize the tension in all hoisting ropes and repair or replace; conductor cable
24. The company should furnish and use only special lubricants compounded to rigid specifications.
Signature of the Tenderer.
25. The company should examine periodically all safety devices governors and make the customary annual safety tests. The machine room equipment for the lifts should be painted once a year to ensure proper upkeep of the equipment.
26. The company should arrange to carry out servicing of the elevator at least once a month and furnish a service report as a part of this contract. The servicing is to be done on normal working hours.(ie; from 1000Hrs. to 1500Hrs.). In emergent situations, the company can be called upon to attend breakdown etc. beyond regular working hours by this Authority. The company should also extend free emergency minor adjustment call back service as and when needed and also post their mechanics well in advance at the location during the visit of very important persons and meetings in the building to ensure that the lift is in good working condition.
27. All complaints reported to the company regarding the functioning of the lifts should be attended to on the same day except under very rare circumstances beyond their control.
28. The department reserves the right to withhold any payment toward the contract, if the services rendered by the company are found not satisfactory.
29. The currency of the contract will be for one year However, the contract may be terminated by either party by giving atleast 3 (Three) months written notice to the other.
30. Director (Admn. & Fin.), FSSAI reserves the right to accept or reject the whole or part of any tender without assigning any reasons. In all matters regarding the tender, the decision of Director (Admn. & Fin.) shall be final and binding.
31. The company should hold a certificate of registration in the approved list for operation/maintenance of lifts as per lift act and rules of Government of National Capital Territory of Delhi.
- 32. The tenderer should sign on every page of the tender document.**
- 33. The successful tenderer should execute an agreement/ contract with the department on stamp paper of value of Rs.50/- (Rupees Fifty only) on receipt of information of acceptance of the tender offer.**
34. Performance/Evaluation certificates from the earlier contractors if any should also furnished.
35. The company shall liaise and coordinate with the Licensing Authority of Government of NCT of Delhi for inspection and renewal the licence to use the lift of the Authority.

Note: In case the proposed tender opening day happens to be a holiday, the tender shall be opened on the next working day, at the same time.

Signature of the tenderer

Name in full:

Position in the firm:

Proprietor or Partner of the Firm:

ANNEXURE
SCHEDULE OF RATES

Description	Total no. of lifts	One time modernisation charge	Quarterly operation and AMC charges per lift Figures & Words	Amount after adding taxes leviable if any in Rs.	Total amount
			(A)	(B)	
Modernisation/ Operation and Comprehensive Service Maintenance Contract for the Lift at FDA Bhavan	01 no. (One)				

#The company is to quote quarterly charges for the Operation/ Comprehensive Service Maintenance Contract for the Lifts.

In Words:-

Rupees.....only.

Signature of the tenderer

Name in block letter

Address & Phone No.

Place:

Date: