

PRASAR BHARATI
(India's Public Service Broadcaster)
Doordarshan Kendra Lucknow
24 Ashok Marg Lucknow-226001

No. TV/(LKO)/3(6)/E(ES)/OTIS/2021-22

Dated:-18.112021

Sub: - Tender for Comprehensive Annual Maintenance Contract of 100 Metres OTIS Elevator installed at TV Transmitter Tower Dubagga (Hardoi Road) Doordarshan Kendra Lucknow.

Sir/Madam

On behalf of Prasar Bharati (India's Public Service Broadcaster) Doordarshan Lucknow invites sealed tenders from eligible bidders under **single bid system** for comprehensive Annual Maintenance Contract of 100 Metres OTIS Elevator installed at TV Transmitter Tower Dubagga (Hardoi Road) Doordarshan Kendra Lucknow

01	Tender Inviting Authority	Deputy Director General (E) Doordarshan Kendra Lucknow
02	Tender Reference No.	TV(LKO)/3(6)/E(ES)/OTIS/2021-22
03	Availability of Tender Documents	https://prasarbharati.gov.in (tenders)
04	Description of Supply	Comprehensive Annual Maintenance Contract of 100 Metres OTIS Elevator installed at TV Transmitter Tower, Dubagga (Hardoi Road) Doordarshan Kendra Lucknow. Detail scope of work in Appendix -A
05	Estimated Cost of Tender	Rs. 140000/- (Rupees One Lakh Forty Thousand only)
06	Earnest Money Deposit (EMD)	Exempted as per order No. PB/K1(011)(33)/2015-IFD(Pt.IV) dated 25.11.2020 of PB Secretariat subject to submission of duly Signed BID Securing Declaration Form..
07	BID validity Date	180 Days from the date of opening of Bid.
08	Last Date & Time for BID Submission	09.12.2021 at 1500 Hrs
09	Address of Submitting Quotation/BID	The BID contained in sealed envelope is to submitted on following address Deputy Director General (E) (Kind Attn. Abhijit Majumdar ADE) Room No. 104 Doordarshan Kendra Lucknow Lucknow-226001
10	Bid Opening Date	09.12.2021 at 1600 Hrs.

Note: - In case the dates mentioned above happen to be a holiday, the next working day shall be implied

General Terms and conditions-

- The Bid is to be submitted in sealed Envelope. The cover of the envelope should be super scribed with following details:-
 - The work for which tender is submitted
 - Tender Reference No.
 - Date of Opening of BID
- The items mentioned above will be given on AMC on "as it where is basis" and items can be inspected in the premises at TV Transmitter Hardoi Road Doordarshan Kendra Lucknow.
- The Bidders will have to submit the General information of the firm as prescribed in **Annexure -1 (Form-1)**
- Valid GST registration Number should be mentioned in the quotation. Copy of GST Registration certificate must be attached.

5. GST rates applicable for each item to be mentioned clearly along with SAC Code. No claim for GST will be admitted later.
6. If the rate of GST is changed during the process of purchase the same has to be adjusted in Bill accordingly.
7. The Price to be quoted in prescribed format attached with the letter of enquiry **Annexure 2 (Form-2)**.
8. **Bid Evaluation Criteria-** The evaluation of Bid will be done on the basis of L1 Bid of Grand Total of price offered for different services subject to fulfilling other terms and condition.
9. BID Securing Declaration Form **Annexure-3 (Form 3)** should be duly filled and signed to be submitted along with quotation failing which Bid is liable to rejection.
10. **Terms of payment** -The payment is to be made in 4 quarterly instalments after satisfactory completion of Maintenance and servicing work done during the quarter. No advance payment will be made for the said AMC.
11. The quotation will remain valid for a period of at least six months from the date of opening
12. The work done should match the detail scope of work mentioned in as specified in **Appendix A** of the tender document.
13. The quotation not fulfilling the conditions mentioned will be rejected without any further reference.
14. Any Amendment or Corrigendum will be published on <https://prasarbharati.gov.in>. Tenderers may regularly check the above mentioned web page on regular basis for updates.
15. The awarded AMC may be extended on the same rates, Terms and conditions maximum upto two consecutive years, if the services during AMC period are satisfactory subject to approval from competent authority. It solely lies on the discretionary powers of the Office. No claim in this regard shall be entertained.
16. The Dy. Director General DDK, Lucknow will have the right to terminate the contract during the period of one year if the firm is not giving satisfactory service of the units for effective operation required in the respective section and payment will not be released accordingly.
17. The Contractor will have to submit FDR/Bank Guarantee of 3% of the contract amount as Security deposit with a validity of 18 months from the date of commencement of the contract. If the contract is extended, as per clause 15 above, validity of the security deposit shall have to be extended by the contractor for the period of extension of the contract.
18. If the contractor terminates the contract before the expiry of terms (Period awarded for one year) the firm shall have no claim towards the security money.
19. The contractor shall be responsible for safety of their staff and there shall be no claim on the department (i.e.DDK, Lucknow) whatsoever in case of any injury/accident to their staff.
20. In case of any dispute during the AMC period, decision of The Dy. Director General, DDK, Lucknow shall be the final and binding on the contractor


18/11/2021

Abhijit Majumdar

Assistant Director (E)
DDK Lucknow
For Dy. Director General

Email:-abhijitmajumdar@prasarbharati.gov.in

Detailed Scope of Work

APPENDIX-A

1. The contractor must have in mind that proper working of Elevator at DDK transmitter is directly related with uninterrupted services of transmission and is to be maintained with full precaution keeping in view the safety measures.
2. Attending service calls as and when-required and immediate rectification of faults even during odd hours and holidays. No extra payment will be made for attending the work on holidays and odd hours.
3. Inspection of Elevator by the service engineer every month preferably in the first week and a report is to be obtained from the Assistant Engineer on duty for satisfactory work done.
4. The contractor will have responsibilities as detailed below-
 - (i) The Contractor will use trained and appropriately skilled personnel, which is directly employed and/supervised. They will be qualified to keep THE EQUIPMENT properly adjusted and they will use all reasonable care to maintain THE EQUIPMENT in efficient reliable and safe operating condition.
 - (ii) The contractor will in accordance with their terms hereof, regularly examine lubricate and adjust THE EQUIPMENT and generally carry out planned maintenance in systematic and controlled manner using OTIS developed techniques and expertise. The frequency of examination will depend on the type of equipment and its location.
 - (iii) The Contractor will have option to repair or replace any parts detailed in the following section which in its opinion are defective.
 - a) Renew all wire ropes and chains (where fitted) as often as required to maintain an adequate factor of safety to equalize the tension of hosting ropes, repair or replace conductor cable and hoist way and machine room elevator wiring.
 - b) Furnish lubricants compound of standard specifications.
 - c) Examine periodically all safety devices and governors and make all custom any safety tests.
 - d) Systematically examine and adjust the following components.
Machine, work Gear, Thrust Bearing, Drive Sheave, Drive Sheave Bearing, Break contact, Bearings and components, Motor, Motor Generator, Motor winding Rotating Elements commutator, Brushes Holders, Bearings, coils resistance for operating and motor circuits magnet frames and other Mechanical parts.

Controller, selector, Levelling devices, Cams, Relays, Solid state components eg. PCB's Transducers. Resistors, condensers Power Amplifiers, Transformers, Contracts Leads Dashpots, Timing Devices, steel, Selector Tapes and Mechanical and Electrical Driving Equipment. Governor, Governor sheave shaft Assembly, Bearings, controls and landing signal fixtures as installed by OTIS.

Deflector or secondary sheave, Bearings, Car and Counter weight guide rails and Buffers, Top and Bottom limit switches, Governor Tension sheave assembly, compensating sheave assembly car counter weight and counter weight guide shoes including Rollers or Gibs.

Interlocks on Hoist way Door, Hoist way door Hangers, Guides automatic power operated door operator car door hanger, car door contact, Safety Shoe, Load weighting equipment car frame, car safety Mechanism and platform.

- e) The contractor will where applicable, maintain the performance characteristics of The Equipment as originally designed and installed by OTIS or as amended by mutual written agreements between The CUSTOMER and OTIS.
 - f) The contractor will give priority in its service repair and manufacturing facilities to restoring THE EQUIPMENT to normal service.
 - g) The contractor will maintain a reasonable supply of genuine OTIS Spare lending and replacement Part in service Depot.
 - h) All parts listed under clause (iii)-d will be furnished by the contractor on an exchange basis under which replaced parts become the property of the contractor. No extra payment will be made by DDK Lucknow on the part of replacement of items.
5. Service Engineer will also submit the recommendation regarding the requirement of spares for the healthy running of Elevator.
6. During the visit under this contract the following works are required to be carried out appropriate period.
- a. The Elevator equipment is to be kept in properly adjusted condition so that is available for the safe operation.
 - b. Keep regular and systematic examination of the equipment (i.e. any adjustment and lubrication of the parts as a when required)
 - c. Replace machine motor or any other part of equipment on the failure only with genuine. OTIS parts for the purpose.
 - d. Examine periodically safety devices and make customary annual safety test.
 - e. Clean the lift cabin electrical contracts of the switchgear and other associated parts periodically for smooth operation of the lift.
7. The contractor will be required to bear the transportation charges whatsoever, if some components are to be taken out of DDK/Transmitter Hardoi road Lucknow for necessary repairs.

ANNEXURE-1 (FORM-1)
BIDDER'S GENERAL INFORMATION

1	Bidder Name:	
2	Number of Years in Operation	
3	Address of Registered Office	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> City: District: State: PIN/ZIP:
4A	Bidder's address where order/contract is to be placed	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> City: District:
4B	Address from where Goods/ Services are to be dispatched/ provided along with GSTno. <i>(In case supply of Goods/ Services are from multiple locations, addresses and GST no.of all such places to be furnished.)</i>	City: District: State: PIN/ZIP: GSTNo.:

5	Telephone Number of address where order is to be placed	_____ (CountryCode) (Area Code) (TelephoneNumber)
6	E-mail address	
7	Fax Number (if available)	_____ (CountryCode) (Area Code) (TelephoneNumber)
8	Website	
9	Name & Designation of Contact Person	
10	ISO Certification, if any {If yes, please furnish details}	
12	Banker's Name	
13	Branch	
14	Branch Code	
15	Bank Account Number	
16	PAN No	(Enclose copy of PAN Card)
17	Status of Firm	Proprietorship Firm/Partnership firm/Limited/Others If OthersSpecify: [Enclose relevant certificates / partnership deed/certificate of Registration, as applicable]
18	GST No. (refer sl. no. 4B above)	[Enclose copy of GST Certificate]

19	Whether Micro or Small Enterprise? (Indian Bidder only)	Yes / No <i>(If Yes, Bidder to submit requisite documents as specified in ITB)</i>
20	Type of Entity (Indian Bidder only)	Corporate/ Non-Corporate (As per CGST/SGST/UTGST Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).
24	Whether Bidder is Startups or not? (Indian Bidder only)	Yes / No
25	Whether Bidder is related to any employee of PrasarBharati? (If, yes, then the list may also be enclosed as mentioned in Para 2.30.3)	Yes / No

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal

ANNEXURE-2(FORM-2)

Performa for Filling Price BID.

Quotation No.....

Dated.....

Sr.No	Particulars of work	Qty.	SAC Code	Price	GST Rate	GST Amount	Total Amount

Other Charges if Any

GST Registration No.....

Declaration: We declare that all the conditions as given in the BID document have been read by us

Signature of Tenderer with seal

ANNEXURE-3 (FORM-3)
BID SECURING DECLARATION FORM

Date:

Tender No.: _____

To
Dy Director General (E)
Doordarshan Kendra
24, Ashok Marg
Lucknow- 226001

We, the undersigned, declare that:

We understand that according to your conditions, Bids must be supported by a Bid-Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for the period of time that may determine by the Procurement Policy Office under Section 35 of the Public Procurement Act, if I am/we are in breach of any obligation under the bid conditions.

Because I/We

have modified or withdrawn my/our Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Bid Submission Sheet:

Or

have refused to accept a correction of an error appearing on the face of the Bid: or having been notified of the acceptance our Bid by the (insert name of public body) during the period of bid validity. (i) have failed or refused to execute the Contract if required. Or (ii) have failed or refused to furnish the Performance Security in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid

(a) in case I/We am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us:

(b) If I am/we are not the successful Bidder. Upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty days after the expiration of the validity of my/own Bid.

Date on _____ day of _____

Sign and Seal

Name of authorized Official