



National Institute of Open Schooling (NIOS)

(An Autonomous Institution under Ministry of Human Resource Development (MHRD),
Deptt. of School Education & Literacy, Govt of India)
A-24/25, Sector – 62, Noida – 201309 (U.P)

TENDER NOTICE

NIOS invites Tenders from reputed Agencies/Companies for providing Comprehensive Annual Maintenance of Lifts to the National Institute of Open Schooling (NIOS), an autonomous Institution under Ministry of HRD, Govt. of India provide education upto pre-degree level through Open and Distance Learning mode. The HQ of NIOS is at Sector-62, NOIDA, UP.

Interested agencies can download the Tender document from the NIOS website, www.nios.ac.in and from CPPP e-procurement site <https://eprocure.gov.in>

1. Addresses of NIOS offices at Noida are as below:

A-31 and A-24-25,
Sector-62, Noida, UP

2. Guidelines for submission of Tenders

2.1. NIOS adopts a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per following procedure, by the interested bidders.

Envelope 'A' duly superscribed as “Technical Bid/LIFTS/2018” should consist of:

Details of the Bidder and other relevant details in Technical Bid Proforma as per Annexure-I including requisite enclosures, Annexure-III and Earnest Money Deposit (EMD) by means of Demand Draft. Enclosures in support of compliance to Section 7 (Minimum Criteria for Shortlisting) should also be provided.

Envelope 'B' duly superscribed “Financial Bid /LIFTS/2018” should consist of:

Commercial / Financial Bid duly filled as per Annexure-II. No other format will be acceptable.

Envelope 'A' and Envelope 'B' should be sealed and kept in another Main **Envelope 'C'** duly superscribed as "Technical & Financial Bids/Lifts/2018".

Technical Bids shall be opened first and evaluated. Financial Bid of only technically qualified Bidders will be opened, the date of which will be notified later.

2.2. **LAST DATE/TIME OF RECEIPT OF TENDERS**

Bidders should ensure that their tender bids are dropped in the tender box at the NIOS HQ building (A-24-25, Institutional Area, Sector-62, NOIDA, UP) near Reception by 2.30 PM on 16/07/2018.

Tenders should be addressed to:

The Secretary

National Institute of Open Schooling (NIOS)

A-24-25, Sector-62, NOIDA, UP

2.4. **Date of Technical Bid Opening:** The Technical Bid will be opened in the presence of the intending bidders at 3.00 PM on 16/07/2018 at NIOS HQ at above address.

(In case the date of Technical Bid opening happens to be a holiday, the bids will be opened on the next working day at the same time).

2.5. **Commercial Bid Opening:** The date will be intimated subsequently only to the technically shortlisted bidders.

2.6. Bidders are requested to study the terms and conditions of the tender carefully, and then submit their tenders accordingly. Any tender received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the bidder quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.

2.7. Tenders must be submitted giving complete details as sought in the enclosed Annexure-I.

2.8. Each page of the offer should bear the signature, name and title of the person signing the offer with rubber stamp of the Agency and date.

2.9. The total amount quoted should be written both in figures and in words and if there is any discrepancy between the two, the amount mentioned in words will prevail.

2.10. Tender document is not transferable.

2.11. Bids preferably should be free from erasures or alterations etc. Bids containing erasures or alterations shall not be considered, unless authenticated by the authorized signatory.

2.12. Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.

2.13. Any falsification/ suppression of information would lead to the cancellation of contract with forfeiture of EMD/Bank guarantee.

2.14. In the event of no such clarification sought, it will be deemed that the bidders have understood the parameter / requirement indicated / enunciated / described completely and are complying with the same at the time of submission of the tender.

2.15. For any clarifications before participating for tender, interested firm may contact at phone nos. 0120-4089822/821.

3. TERMS & CONDITIONS OF THE TENDER

- 3.1 NIOS reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of NIOS is final, binding and unquestionable.
- 3.2 NIOS reserves the right to award the contract to deserving parties either in full or in parts. The decision of NIOS is final and no enquiry will be entertained in this regard.
- 3.3 Bids should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be taken by NIOS in this regard.
- 3.4 Canvassing in any form entails the bidders disqualification. Any bidder found influencing or intimidating other bidders/Tender process is liable for disqualification.
- 3.5 Where the bidder makes counter terms and conditions of business, the tender shall not be deemed responsive, unless NIOS in its discretion may give specific written acceptance thereof.
- 3.6 Bidders are advised to understand the magnitude of the job involved for Maintenance of Lifts services before submitting their bids. They may visit our offices at Sector-62, NOIDA, UP during working hours. No clarification will be entertained after receiving bids.
- 3.7 Sub-contracting is not allowed by the Bidder. If it is found that the job has been sub-contracted, the contract with the Bidder shall be terminated with immediate effect with forfeiture of the Security Deposit.

4. EARNEST MONEY DEPOSIT (EMD)

- 4.1 Bidders should submit EMD in the form of Demand Draft for Rs. 30,000/- (Rupees Thirty Thousand only) to be enclosed in the Technical Bid. The EMD has to be from a nationalized/scheduled bank in 3uarre of the Secretary, NIOS payable at NOIDA, UP. The EMD is payable by all categories of bidders and exemption is permissible only to Government bodies/PSU's and SSI organizations on production of relevant proof. **Bids without EMD which are not exempted shall be treated as invalid forthright.**
- 4.2 In case of successful bidder, EMD shall be returned interest free on encashment/ acceptance of Security Deposit / Bank Guarantee for performance. (Refer section 13.0 for details of Security Deposit/Bank Guarantee).
- 4.3 The EMD amount will be forfeited to NIOS in the following cases: -
 - a) Any Financial Bid received against this tender shall be governed by the terms and conditions indicated in the tender document. If, after submission of the Financial Bid, the bidder fails to honour the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.

- b) If the bidder withdraws the offer during the validity period of the Financial Bid.
 - c) If the successful bidder fails to commence the service/supply, in accordance with the tender terms and conditions of the contract.
 - d) If the successful bidder fails to submit the Security Deposit/Bank Guarantee within the stipulated time. This will also warrant closure or termination of contract.
 - e) If any information furnished is found to be incorrect.
- 4.4 Any unexcused delay in providing services shall not only warrant forfeiture of EMD amount but also closure/ termination of the contract for default, entailing liability for compensation to NIOS.
- 4.5 EMD will be returned interest free, to the unsuccessful bidders as early as possible after the award of the contract to L1 successful bidder on receipt of request from them.

5. PRICE AND VALIDITY

- 5.1 The rates must be quoted as detailed in Financial Bids at Annexure-II covering the entire activity as per the scope of the contract. Rates should be inclusive of all charges applicable and excluding applicable GST/Taxes like service tax, etc., the quantum of which should be clearly specified. The bill raised to NIOS after rendering the services shall be subject to tax deduction at source. Rates agreed upon shall remain frozen throughout the period of contract. However, any changes in the Government taxes as and when notified will be considered only on submission of documentary evidence.
- 5.2 Offer quoted should be valid for acceptance for a minimum period of 90 days from the date of opening of Financial Bid.
- 5.3 The discount, if any, should be straight and simple. No conditional discount will be given weightage for comparison purpose. However, NIOS may avail it to its benefit.

6. DURATION OF THE CONTRACT

- 6.1 The Contract will be valid initially for a period of one year and may be further extended for '2' years on year to year basis subject to satisfactory performance on the same price, terms and conditions.

7. MINIMUM CRITERIA FOR SHORTLISTING:

- 7.1 Bidders should have **Minimum Five years' experience** in Maintenance of Lifts and their accessories, components as mentioned in the scope of work.
- 7.2 Bidder should be a registered Co. /Partnership Co./Proprietary/Society/or registered under Shops and Establishment act. Please enclose the copy of Registration.

- 7.3 Bidders should attach the documentary proof/details of their experience of successful execution of three contracts amounting to 15 lakhs each or more of similar nature during previous three financial years (FY 2014-2015, 2015-16, 2016-17) along with a list of organisations and their contact persons where the bidder is currently providing/ has provided such kind of services.
- 7.4 The Agency should provide certificates in support of all statutory registrations. (Copy of proof to be provided)
- 7.5 The bidders should have minimum annual turnover 24 lakhs in each financial year during last '3' financial years (FY 2014-2015, 2015-16 and 2016-17) and should provide proof in support of the same.
- 7.6 The Agency should have adequate financial capability to take up contracts of this magnitude and should provide Bank solvency certificate in support of the same.

8. SCOPE OF THE WORK

Comprehensive Annual Maintenance Services for all kinds of Routine, Preventive & Corrective (Break down) Maintenance of 7 nos. Passenger Elevators (of ESCON Make) at NIOS HQ, inclusive all materials, consumable, spares, labour, testing instrument, Transportation of M&P, etc. as may be required from time to time.

Comprehensive Annual Maintenance Services of lifts which include routine, preventive and break down maintenance including repair/replacement of worn out items with minimum down time and warranty and guarantee of repaired/replaced items during the entire period of contract.

The broad objectives of the maintenance services for electro – mechanical equipments are to ensure the equipments (lifts) installed at NIOS, always functional and maintained to achieve optimum level of passenger safety. To ensure safety of the personnel, required measures are to be taken and all 7 nos. of passenger elevators of NIOS are consistently maintained for efficient operations.

Sl. No.	Type of Lift	Capacity (Kg)	Floor	Qty.	Installed at
1.	13 Passengers	884	Opening in all Floors	4 Nos.	NIOS, HQ (A-24-25, Sector-62, Noida)
2.	08 Passengers	544	Opening in all Floors	3 Nos.	NIOS, RC (A-31, Sector-62, Noida)

The Lifts have been installed at NIOS. The Service provider shall perform all preventive maintenance and corrective maintenance to the lifts mentioned above. The service provider shall regularly examine elevator equipments and provide gear oil, lubricants, grease, break shoe, push buttons of car and landing etc. required for proper maintenance of the lifts / elevators. The contractor shall maintain a proper log book at the site and record details of items/activities to be checked daily.

Contractor shall take all necessary steps to maintain the equipment (under the contract) in proper operating condition. Contractor shall use trained and appropriately supervised personal to perform the Maintenance Services. The maintenance services shall be conducted

during the normal working hours. Contractor shall send at regular intervals and as frequently as the company thinks necessary having regard to the age, nature and condition of the elevators (but not less than 12 times per annum), a technician/engineer to systematically inspect, adjust and lubricate the parts of the elevators to the extent necessary to maintain the elevator in satisfactory working order. Contractor will supply all lubricant necessary for this purpose. **(See Annexure-IV)**

Contractor will carry out its standard customary annual safety test to examine all safety devices and provide copies of the test certificates duly signed by registered elevator contractor.

Upon notification by the NIOS of a breakdown or failure in the elevator(s), contractor shall manage as soon as may reasonably be possible during subsequent normal working hours, a technician/engineers to carry out necessary repairs in order to restore the elevator(s) to satisfactory working condition. Contractor will replace (with identical or equivalent item) or rectify at its option any component of the elevator rendered defective due to normal wear and tear and arising out of ordinary and reasonable use of the elevator. The parts which are replaced shall be property of contractor.

In the event of a failure requiring modifications to the System, the contractor shall undertake any testing and re-commissioning required. Any such modification shall be submitted for review by the NIOS representative.

All parts and components fitted by contractor will be original parts or components. If original parts or components are not available, the parts or components fitted will be of equal quality and functionality of reputed brands/makes with ISI mark only, after approval of NIOS.

Contractor will keep sufficient Nos of spares required for replacement during day to day maintenance and Breakdown /Corrective Maintenance to avoid delay.

The contractor shall provide Quarterly reports on the condition of the equipment in an agreed format. Records of each routine visits and call out visits, together with details of the work done or action done or action taken, shall be entered on a log book which shall be provided by the Contractor and retained in the location as decided by the NIOS representative.

It is desirable that no Passenger ever get trapped inside the Elevator.

- a. The scope of work includes preparation of elevators for lifts Inspector's inspection and to obtain Lift License /renewal of the Lifts license during period of Contract. The licensing fees paid by the contractor shall be reimbursed by NIOS on submission of receipts. However all other charges & liasoning work expenses (if any) shall be borne by the contractor.
- b. The scope of work includes to provide mechanic/operator as per the requirement of NIOS in this tender for day to day maintenance & lift operation from 8.30 AM to 8.30 PM from Monday to Saturday and weekly off on Sunday shall be for servicing/repair of the lifts.

9. PAYMENTS:

- 9.1 Payment shall be made to the firm on monthly basis on submission of pre-receipt bill duly affixed with Revenue Stamp to NIOS.

- 9.2 While replacing the part, the firm shall produce & show defective parts to NIOS. The old replaced part can be taken by the firm with the permission of NIOS.
- 9.3 No advance payment claims or running bills will be entertained.
- 9.4 Income Tax and any other statutory levies will be deducted at source as per the rules in force from time to time.

10. INDEMNITY BOND

Successful bidder should indemnify the NIOS against any claim by any authority. In the event the NIOS has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only should pay such claim/damages and even if the NIOS is called upon to pay such damages/penalties, the Contractor will reimburse the same.

11. TERMINATION OF THE CONTRACT

Termination beyond the probationary period: NIOS alone reserves the right to terminate a contract by giving 30 days' notice and without assigning any reasons thereof.

12. OTHER TERMS AND CONDITIONS

- 12.1 NIOS will not be responsible for any accident, death or injury to the employees of contractor which would arise during the course of their duty nor shall be responsible or be liable to pay damage or compensation to such persons. The agency/contractor should at all times indemnify and keep NIOS indemnified against all claims which may be made under Workmen Compensation Act, 1923 or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman or other person whose entry into our premises has been authorized by contractor.
- 12.2 If, at any time, during the performance of the contract, the contractor encounter conditions impending timely performance of service, then they should promptly notify NIOS, in writing, of the fact of the delay, the cause of delay and its likely duration. NIOS shall evaluate the situation and at its discretion extend the suppliers time for performance and the decision of NIOS would be final and binding.
- 12.3 **INSPECTION:** Any materials on its arrival at our office meant for lift will be inspected by NIOS authorised personnel and their decision in the matter will be considered final. The rejected materials will be returned to the Contractor for replacement and all charges on the same will have to be borne by the Contractor. **Replacement should be carried out within 2 days.**
- 12.4 The contractor should have proper telephone numbers and email enabling NIOS to contact them at any time.

- 12.5 If any damage to any other person/persons at the premises or buildings of NIOS, is attributable to the Agency, such damages should be made good by the Agency. The agency/contractor shall be responsible for any insurance coverage of their employees.
- 12.6 Security staff shall be at liberty to exercise check on any of the workers, supervisors while entering, search them in the premises during the work and while leaving from the premises.
- 12.7 The contractor should ensure that his personnel use proper safety measures while performing their duties to avoid any accidents. Proper I card should be issued to them.
- 12.8 The contractor shall hand over the equipment in perfect working order to NIOS / incoming contractor appointed by NIOS at the expiry of his contract period.
- 12.9 The contractor shall be held responsible for any act of omission or commission, on part of his employees.
- 12.10 The contractor or his authorized representative has to attend a meeting every month or such frequency as decided and informed by NIOS for discussion/and evaluation of performance with the NIOS representative. The NIOS representative will confirm the date and time of the meeting.
- 12.11 NIOS shall have the right to make Minor Alterations/ Additions/ Substitutions in the Scope of Work or issue instructions that may be deemed necessary during the period of the contract and contractor shall carry out the work in accordance with the instructions which may be given to him by the NIOS representative.
- 12.12 The contractor shall have no right, title or interest in the site made available by NIOS for the execution of the work of in the building, structure or work executed in the said site or in the goods, Articles or materials etc. brought at the said site (unless the same specifically belong to the contractor) and the contractor shall not have or deem to have any lien whatsoever charge for unpaid bill, not be entitled to assume or retain possession or control of site or structures or materials or equipment and NIOS shall have an absolute right to take full possession of the site and to remove the contractor, their workmen, agents, representatives, materials etc. belonging to the contractor and laying on the site.
- 12.13 The firm shall have to arrange all men and provide them tools and plants required for the work. The firm shall have to make their own arrangement for transporting the men and materials, tools and plants required for the work at NIOS.
- 12.14 If any casualty happens during using of lifts, then the Contractor shall be fully responsible and shall be liable to pay all types of compensation including medical compensation to the user.

- 12.15 The firm shall have to furnish “Fitness Certificate” of all the 7 Nos. lifts duly countersigned by Govt./other authorised Agency to NIOS for office records. The Contractor shall have to affix the Fitness Certificate inside of all the Lifts. The Contractor shall also furnish “Fitness Certificate” of all the 7 Nos. lifts duly countersigned by Govt./other authorised Agency to NIOS at the time of release of payment.
- 12.16 The 3 lift operators employed by the Contractor should possess the following qualifications.
- i. Wireman/lineman having valid Electrical License with one year experience for operation of lift.

OR

- ii) I.T.I in Electrical or Mechanical with atleast two years experience in operation of lift.

13. SECURITY DEPOSIT

The successful bidder should provide NIOS with the Bank Guarantee/ Demand Draft of equivalent amount of 10% of the total Annual contract value from any nationalized/ scheduled bank, in the prescribed format. The above Bank Guarantee should be submitted within 02 weeks from the date of award of contract and should be valid for over three months after the expiry of the period of the contract and extended in case of further renewals of the contract. NIOS will be free to invoke this Bank Guarantee in the event of any failure on the part of the Contractor to meet his obligations under the contract or in the event of any demand by the concerned Statutory Authorities for the dues from the Contractor at its sole discretion.

- 13.1 After acceptance of the contract if any/all the terms and conditions of the contract is /or violated, NIOS reserves the right to terminate the contract. In such cases, the security deposit will be forfeited by NIOS at its discretion.

14. IMPOSITION OF PENALTY/DEDUCTIONS ON ACCOUNT OF NON-SATISFACTORY WORK:

- a) Damage to NIOS assets or equipment’s etc., caused by the agency staff, the acquisition cost of assets, will be levied as penalty as decided by NIOS. The amount of losses/damages will be recovered from either bills/security deposit of the agency.
- b) Misbehaviour like 9quarrelling, abusing etc., between the staff employed by the agency, causing disturbance in the premises: Rs.500/- per occasion and replacement of such personnel immediately.
- c) In NIOS Campus smoking & chewing tobacco etc. is prohibited. Worker who is habitual of these items is deputed in campus if any found violating this rule will be asked to leave the premises and should be replaced immediately.
- d) If specified quality work is not maintained for on account of non-satisfactory work performance, a proportionate deduction for that non-satisfactory work will be made from the bill of the contractor by the competent authority of NIOS. No

correspondence shall be entertained from the contractor if deductions are made due to non-satisfactory work.

- e) The decision of NIOS will be final with regard to levying of penalty.
15. The contractor shall attend to any maintenance problems and rectify the defects within the time limit set against different classification of rectification work as stipulated below:
- a) **Minor/Medium rectification works-within 12 hours** of notification to the contractor by NIOS such as, but not limited to,
- i. Repair / replacement of switches sockets plugs misc. Electrical / mechanical faults, misc. Repair/rectification works including cleaning of contacts, contact points, earthing points & filters etc.
 - ii. Replacement of eyelets, socket, lugs & gaskets etc. in panels or motors.
- b) **Major rectification works/capital repair- within 48 hours** of notification to the contractor by NIOS such as but not limited to Transformer and replacement of certain non-stocked spare parts which require the justification for 48 hours work schedule.
- However, in case of any doubt in classification of rectification work, contractor can give technical justification and ask for extra time for approval of NIOS official in charge who will have power to grant such extra time/change the classification of rectification work depending upon the correct technical justification and a reasonability of time scheduling for such extension/change of classification of a particular rectification work.
- c) A penalty of Rs. 1000/- per day per elevator shall be imposed if a complaint remains unresolved by more than 2 days subject to a maximum of 10% of the contract value during the entire contract period.
16. Disputes, if any, arising out of the above tender will be referred to courts having jurisdiction over Delhi only.

17. ARBITRATION

Any dispute, difference or disagreement between NIOS and the Contractor concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Competent Authority of NIOS. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

Secretary, NIOS

TECHNICAL BID PROFORMA**COMPREHENSIVE ANNUAL MAINTENANCE OF 07 NUMBERS OF LIFTS AT NIOS**

1.	NAME / Address of the Agency Tele. Nos. Fax nos. Mobile Nos. E-mail	
2.	Statutory Requirements: Please state whether the Agency is Registered Co./Proprietary/Society/or Registered under Shops & Establishment Act. Please enclose copy of Registration accordingly	
3.	Number of Employees	
4.	Name of the Directors and their occupation	
5.	Experience (Years) required minimum 5 years in Govt., PSUs, Autonomous bodies.	
6.	Nature of any other Business carried by your company.	
7.	Location of the Registered/Main office	
8.	If there are branches, furnish names & location of branches in Delhi/NCR	
9.	INCOME TAX A/C no./PAN No. & Amount of TAX PAID Last Financial year (Please enclose copy of latest Income Tax Clearance Certificate	
10.	Annual Turnover minimum 24 lakhs in each financial year during the last three financial years (2014-2015, 2015-16, 2016-17)	
11.	Vendors should attach the documentary proof/details of their experience of undertaking two contract amounting to 15 lakhs of similar nature while submitting their quote for the previous three financial years (FY 2014-2015, 2015-16, 2016-17)	
12.	Please provide your Agency/ Company Banker's name and address.	
13.	Is there any litigation of whatsoever nature in respect of the contracts executed. If yes, give details.	

14.	List of Major Existing Clients with their annual billing			
15.	List of major Clients in the PAST 5 YEARS along with their annual billing	Client Name	Contact person & no.	Contract Value
16.	GST No. (Copy to be enclosed)			
17.	Duly signed UNDERTAKING with official seal (Annexure-III)			
18.	Duly signed UNDERTAKING with official seal (Annexure-IV)			
19.	Whether the firm/agency/company has ever been blacklisted.			
20.	EMD Details Amount: Draft No: Bank Name: Branch			

INFRASTRUCTURE

1.	Furnish details of infrastructure maintained by your Agency/Company for providing Lifts services. (Attach List)	
2.	Mobile phones nos. allotted to service engineer working in your Agency/Company who can be contacted in emergency. (Attach List)	

All the clauses and terms and conditions enumerated in the tender have been read by me/us and are acceptable to me/us.

Signature of the Contractor/Firm
(With full name, designation and stamp)

FINACIAL BID PROFORMA**FOR COMPREHENSIVE ANNUAL MAINTENANCE OF 07 NUMBERS OF LIFTS AT NIOS**

Sl. No.	Description of work	Quantity of Lifts	Rate/Unit	Amount (without tax)
1.	Operation & routine maintenance (Annual Comprehensive Maintenance) capacity of 13 Passenger Lifts of ESCON make with its machine room at terrace at NIOS Head Quarter-A-24/25, Sector-62, Noida for below mentioned timings on all days by deputing the following workmen and other requirements as per our tender document: 1) Lift Operator (with uniform) - 2 (Two) No. Timing - From 8.30 AM to 8:30 PM	4 Nos. Lifts		
2.	Operation & routine maintenance (Annual Comprehensive Maintenance) capacity of 8 Passenger Lifts of ESCON make with its machine room at terrace at NIOS, Regional Centre, Delhi at A-31, Sector-62, Noida for below mentioned timings on all days by deputing the following workmen and other requirements as per our tender document: 1) Lift Operator (with uniform) - 1 (One) No. Timing - From 8.30 AM to 8:30 PM	3 Nos. Lifts		
Total				
Service charges				
Any statutory taxes (please specify)				
Grand Total				

All applicable taxes to be clearly indicated. Taxes, if covered, in the quoted rates, shall be mentioned clearly.

I hereby certify that I have studied all the Terms and Conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of _____.

Date:

Place:

Signature of the Contractor/Firm
(With full name, designation and stamp)

UNDERTAKING

I/We undertake to repair or replace of Main Motor Bearing, Brake Shoe Liners, Brake Coil, Braking Resistors, Control Panel accessories such as Contacts and Contactors, R-cam Coil, Relay Coil, Overload Protection Device, Landing Gate Lock Units, Switches, Gang Switches, Reed Switches, All type of Limit Switches, Buttons, Position Indicator Cards, Alarm Card and Speakers, Car and Counter Weight Shoe Liners, Door Encoder, The job also include: Main Suspension Rope, Travelling cable, Repairing of VFD unit and Door Motor Drive Unit, Repairing of Sensor, Motor and Machine Unit, ARD Batteries, Cabin, Car and Landing Gate, Light Fittings, Fan and Mirrors, etc. Repairs or replacement involving these components shall be settled mutually, Other Electrical and Mechanical accessories which show normal wear and tear.

Note: Activities covered in the above schedule are not exhaustive. If any activity required to be included later on due to reliability and safety point of view shall also be carried out by contractor without any extra cost.

I hereby certify that all the information furnished above are true to my knowledge. I have no objection to NIOS verifying any or all the information furnish in this document with the concerned authorities, if necessary. If at any stage the information furnished is found to be incorrect, NIOS shall be free to take appropriate legal action against us including but not limited to termination of contract and forfeiture of security deposit.

I / we certify that our Company/Agency has not been blacklisted/debarred from doing business by any customer organization (including Govt.) during last three financial years.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

I/We hereby confirm we will provide services as per the terms and conditions of the contract awarded, failing which NIOS will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, NIOS has the right to take any legal course of action against us.

**SIGNATURE OF OWNER/DIRECTOR
OFFICIAL SEAL / STAMP**

Date :

Place :

ROUTINE AND PREVENTIVE MAINTENANCE

Routine and preventive maintenance during the Annual Maintenance Contract shall include the following:

MONTHLY

This shall include the following but not limited to :-

To check all bearings oil, oil rings, oil chains etc. All machines should be carefully checked and repaired for abnormal temperature rise.

To check all relays and contracts as well as their movements and repair as necessary.

To clean traction machines, relays panels, control panels, starter panels, selectors, governors, car top, car gates, sills and pits.

To check break action and adjust if necessary.

To check and repair movement of door switches, gate switches and emergency stop switches.

To check indicator lamps, annunciator lights, buzzer and car lights.

To check and adjust leveling differences, break slipping, acceleration, deceleration and riding comfort.

To check and repair movements of car control buttons, switches and the like.

To check and repair operation of weighing devices.

To turn grease cups for speed governors and compensating pulleys.

To oil selectors.

To top up rail lubricators.

To clean ropes oil if necessary.

To clean traction motor brushes, brush holders, and internal frame. Adjust slip rings if necessary. Check commutators.

To oil electric brake pins.

To oil all pins of door opening mechanism.

To clean hoist way, beam slow down cams, outside cages rails and counterweight rails.

To clean, oil and adjust door closer and levers.

To clean main sheaves, secondary sheaves, and rope sheaves on car top and counterweight top.

To clean and repair brake wheels and shoes.

To oil compensating rope tensioning pulleys.

EVERY TWO MONTHS (In addition to all Monthly Checks)

This shall include the following but not limited to:

To clean oil door hangers, door rails, interior of hanger case. If necessary adjust acentric rollers, car door hangers, door connecting ropes and chains.

To check and repair door shoe.

To clean and oil safety gears.

To clean and oil car and counterweight guide shoes. Adjust if necessary.

To clean and oil interior of terminal limit switches and position switches. Check rubber rollers of terminal limit switches.

To check oil clean and repair interior of door switches, gate switches. Replace worm parts if necessary.

To check and repair flexible cable.

To check and repair movement of limit switches.

To clean and oil interior of car control switches.

To clean and check push buttons of car control panels.

To check, clean and repair the sleeves and plungers of the electromagnetic brakes.

QUARTERLY (In addition to all two Monthly Checks)

This shall include the following but not limited to:

To check and repair the operation of terminal limit switches and final limit switches.

To check and repair the governor switches.

To clean the brush holders and commutators of the door motors.

To check and repair the traction ropes for broken wire, wear elongation and even tension. Adjust if necessary.

To remove the dust inside the traction machines and control panels using electric blower.

To clean and repair the indicator lamps.

To check the voltage of rectifiers and thyristors.

HALF YEARLY (In addition to all Quarterly Checks)

This shall include the following but not limited to:

To check and repair the operation of safety gears.

To check oil for oil buffers.

To check and clean the landing buttons and contacts.

To check and repair the compensating chains or ropes.

To check and oil the bearing of doors motors.

To grease the secondary sheaves, car top sheaves and counterweights.

To check the wear of guide shoes of cars and counter weights.

ANNUAL (In addition to all Half yearly Checks):

This shall include the following but not limited to:

To clean the wire connection box of every landing and car cages.

Tighten all screws and check the conditions of cables at conduit inlets and outlets.

To check and repair the condition of worm gear and thrust bearing of the gearboxes.

To check and tighten screw of control panels, starters panels and relay panels.

To remove the dust inside the landing indicator switches by electric blower.

To test all safety devices.

To dismantle, clean and adjust the electromagnetic brake of gearless machines.

To change gear oil and motor oil.

To check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lifts frame, guide rails, guide rails clamps, and bracket etc.

To test the over current relays.