

No.F.3 (5- 3676) FWPM/SHFWS/Office lift/2018  
Office of the Mission Director  
National Health Mission.  
State Health & Family Welfare Society  
Palace Compound,  
Tripura, Agartala-799001

Dated:- Agartala, the /11/ 2018

SHORT NOTICE INVITING QUOTATION (SNIQ) FOR AUTODOOR CONTROLLER &  
COMPREHENSIVE AMC OF OFFICE LIFT.

Tender in sealed covers are hereby invited on behalf of the State Health & Family Welfare Society(SHFWS) under National Health Mission, Tripura from registered and authorised firms/service agencies **for Autodoor Controller and Comprehensive Annual Maintenance Contract** for Office lift for one year duration as per terms and conditions mentioned below.

The last date of receipt of the tender is upto 04.00 P.M on **11/12/18** .The tenders are likely to be opened on **12/12/2018 at 03:00 PM, if possible**. The details of the tender may be collected from the O/o the Mission Director, National Health Mission, Palace Compound (2nd floor), Agartala, Tripura.

Terms & Conditions

1. The interested bidders shall submit the bids in 2 parts, namely **“Technical Bid”** and **“Financial Bid”**. The two bids should be put in two separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. The two envelopes shall, thereafter, be placed inside a large sealed cover and the same may be submitted. The “Technical Bid” shall contain all details regarding the tender offered by the bidder, compliance of terms and conditions, submission of documents etc. In other words, everything except the rate offered. The “Financial Bid” shall contain only the rate offered by the bidder. While processing the bids, the technical bids will be opened first and eligible bidders meeting requirement will be short listed. Thereafter, financial bids of only shortlisted bidders will be opened for consideration.
2. In Comprehensive Annual Maintenance Contract (CAMC) of office lift, bidder will be liable and responsible for changing and replacing of all parts and devices of office lift as when required during contract period. The replacement of equipment/parts, if required, must be replaced with new equivalent or higher one.
3. Periodical preventive maintenance will be made once in a month by the firm. Any additional service during the contract period as when required, in the event of any breakdown/ malfunctioning of the equipment will be promptly provided by the bidder.
4. The maintenance work shall normally be done during working hours, however, in case of emergency maintenance may be done beyond office hours. In such case, prior arrangement through proper communication should be worked out by the servicing agency. The agency must be having Service Centre in Agartala.

  
20/11/18

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5) The service provider shall send his personnel and undertake required repair immediately and within a period not exceeding 12 hours of reporting, which may be done either by phone, by fax, e-mail or letter including Sundays and other holidays as notified by SH&FW Society, Tripura. Failure of which shall invite penalty as per the Response Time given below:-

Response Time	Period	Penalty
	Above 12 Hours & below 24 Hours	Warning but no penalty
	Above 24Hours & below 48 Hours	A penalty of 2% of the total contract value per such incident
	Above 48 Hours	A penalty of 5% of the contract value per 48 hours of such delay

6) The firm shall have to deploy adequate number of qualified and certified competent technician for undertaking the repair within the specified time.

7) It shall be the liability of the service provider to carry out maintenance on site. Any machines/ part of it, required to be taken out of the campus should be done only with written permission. No transportation cost regarding any maintenance purpose will be borne by SH&FW Society, Tripura.

9) The CAMC will remain valid for a period of 01 (one) year, which may be extended at same terms & conditions if the service rendered is satisfactory and is mutually acceptable.

11) Payment of said CAMC will be made on quarterly basis (25% of CAMC value) based on the satisfactory completion of the work based on submission of bill (in triplicate) along with documents giving details of Preventive Maintenance Reports / Service Call Reports,( along with call slips) duly signed by the authorized officials of State Health & F.W. Society, Tripura.

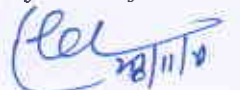
12) The intending firm shall have to deposit an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft in the name of the State Health & Family Welfare Society, Tripura. In respect of successful bidder this amount shall be kept as the interest free security deposit and returned on completion of the contract. For the unsuccessful bidder this amount shall be refunded.

13) In the event of the service provider failing to comply with the terms and conditions, the security deposit will be forfeited in part or full and contract will be cancelled and any further action may be taken as deemed necessary as per law.

14) The quotation may be dropped at the office of the undersigned by **4:00 P.M. of 11/12/18** or sent by registered post / speed post / courier service so as to reach us by the same date and time. Bidders are requested to provide detailed address with Pin Code and Mobile number for communication. **"Comprehensive Annual Maintenance Contract for Office lift"** shall be indicated in bold letter on the top of the envelop. The tenders may be opened on 12/12/18 at 03:00 P.M, if possible. Interested party may remain present during opening of the tender. Tenders received after the scheduled time will be summarily rejected.

15) The date of opening of the quotations may, however, be changed if required at the discretion of the Authority with intimation to the tenderer.

16) The Mission Director, NHM, Tripura reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof.



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17) The rate should be typed and quoted both in figure and word clearly in Indian currency. The unit cost of each rate should be mentioned separately and clearly in the financial bid (In the Format). No overwriting shall be entertained in any circumstances.

18) Income Tax/Service Tax/Other Tax shall be deducted from the bill as per guidelines of the Government, if applicable.

19) Detail of lift is given below:

Number of lifts	01 (one)
Manufacturer	ThyssenKrupp
No of floors served	Ground plus four floors (G + 4)
Capacity	08 (eight) persons and 544 kg
Year of Installation	2013

20) **All the items will be considered together for acceptance, the interested bidder has to quote for both the items i.e Auto door Controller and Comprehensive AMC for Office lift. Lowest bidder will be selected by considering both the rates together (i.e rate of Auto door Controller + Comprehensive AMC for Office lift).**

21) The Auto door Controller should be installed without any secret coding by the successful bidder. And the Controller must be operable by any other firm/ agency/bidder.


22) The following self certificate/self attested documents should be submitted along with the technical bid of the Quotations. All the papers submitted with the tender are to be self certified/self attested.

- i) Up to date GST Registration Certificate and last return of GST.
- ii) PAN Card.
- iii) Fresh deposit at call (D/Call) / Demand Draft drawn from any scheduled Commercial Bank for an amount of Rs.10,000/- (Rupees ten Thousand ) only in favour of **State Health & Family Welfare Society, Tripura** is to be deposited along with the tender as earnest money.
- iv) Copy of Valid Trade license with renewal certificate thereof.
- v) The rate should be quoted by the bidder as per Annexure-I.

23) If any, additional charges will not be borne by the State Health & F. W. Society, Tripura.

*N.B:- 1. The Service Provider/firm/Supplier/Contractor may physically verify the office lift mentioned above before the submission of the quotation, if desired by the bidder after taking necessary permission from the Authority.*

*2. The bidders may verify / check the office lift during 02.00 P.M to 04.00 P.M between 30/11/18 to 11/12/18 on all working days.*

  
Mission Director, NHM  
Government of Tripura

FORMAT OF QUOTATION FOR AUTODOOR CONTROLLER & COMPREHENSIVE  
AMC OF OFFICE LIFT.

Sl.no	Name of the items	Quantity (no)	Amount Rs. (Basic rate without GST)
1.	Auto door controller for office lift	01 no	
2.	Comprehensive AMC of office lift	01 no	
Total cost (Rs)			

The above rates/prices are exclusive of all taxes. Taxes will be charged extra as applicable as per Govt. norms. We confirm that the prices quoted above will be valid for a minimum period of one year from the date of agreement.

**Date:**

**Signature of the Proprietor**