



INSTITUTE WORKS DEPARTMENT INDIAN INSTITUTE OF TECHNOLOGY ROORKEE ROORKEE - 247 667, UTTARAKHAND, INDIA

निविदा दस्तावेज / Bid Document

Bid Document No.: RT-4/E-13

Dated: 13 Jun, 2026

Bids (Techno-Commercial) are invited online at GeM Portal from the reputed manufacturer/ authorized supplier/dealer for the following items.
Manual bids will not be accepted.

वस्तु की तकनीकी विशिष्टतायें / Technical Specifications of item:

Sr. No	Name of work	QTY	UOM	Estimated Amount (including 18% GST)
1	Comprehensive Annual Maintenance Contract for KONE Make Passenger Lift installed at Trivini Apartment, Saharanpur Campus, IIT Roorkee.	1	Job	₹ 15,08,605.10
Duration	Three year(s) from the date of issue of W.O./P.O.			
(For Detailed Technical Specification, please refer to the Bid Document and BoQ)				
नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।				
Note-1: Please quote the Rate & Taxes of the item separately.				
Note-2: E-way bill is to be issued by the Venders/Transporter				
Note-3: The HSN / SAC Code of the item must be mentioned.				

Chapter-1 : Instruction to bidders

- A. The Bid should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. बोली का जमा किया जाना / Submission of Bids:
The bids should be submitted with Annexure-I, II, V, VII, IX along with documents required to be uploaded as per Annexure-VIII, complete with seal and signature.
- 1 **Rates to be uploaded on e-procurement any portal(only). If any bidder quote the rate in the PDF with Technical bid, their bid shall be summarily rejected.**
- 2 The bids should be printed on official pad preferably with GST Number of the firm.
- 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
- 4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
- 5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of opening of financial bid.
- 6 The rates shall not be subject to escalation of any nature.
- 7 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
- 8 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II on the firm's letter head.
- C. i.) निविदा भुल्लक / Tender Fee (Non-Refundable): **NIL**
- D. ii.) विधि निक्षेप / Earnest Money Deposit (EMD): **2% (Rs. 30,500/-)**

Payment of Tender Fee/ EMD can be made by RTGS, NEFT in below mentioned account no. The bidders shall be required to upload the scanned copies of transaction of payment of Tender Fee/ EMD including e-receipt (clearly indicating UTR No. & Bid Reference i.e. Bid No. must be entered in the remark at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission on e-bidding website. Tender Fee/ EMD may be submitted online as per details given below.

1. Name of Bank- State Bank of India

2. Branch- IIT Roorkee

3. Account No.- 43508683377

4. Account Name- IITR EMD AND TENDER FEE ACCOUNT (Account Type - Saving)

5. IFS Code - SBIN0001069

6. MICR Code – 247002094

OR

Tender Fee (if required): In shape of Demand Draft in favour of Registrar, IIT Roorkee payable at Roorkee.

EMD: In the form of Bankers Cheque / Demand Draft / FDR in the name of Institute Engineer, IIT Roorkee.

Scanned copy of Tender Fee/ EMD to be uploaded in Cover-1 and original document in sealed envelope should reach on or before the last date and time of bid submission to the address mentioned below:

Address for submitting original documents of Tender Fees and EMD (Bankers Cheque / Demand Draft / FDR) :

Divisional Account Office

Institute Works Department

James Thomason Building (Main Building)

IIT Roorkee, Roorkee

Haridwar Uttarakhand-247667.

Submission of Tender Fee & EMD (in case of Bankers Cheque / Demand Draft / FDR).

1. Bid number & Name of the Work should be clearly super scribed on the top of the envelope with firm's/ bidder's name & address. Bids may be rejected if Bid number & Name of the Work is not mentioned on the Envelope.

2. Bids shall be considered as UNRESPONSIVE and shall be summarily rejected in the case of non-submission of original EMD and Tender fee as per stipulated date & time OR if any discrepancy is found at any stage.

OR

NSIC/MSE certificate comprising relevant category of work should be uploaded for tender fee and EMD exemption accompanying with an undertaking regarding Bid Security Declaration as per Annexure-X.

- E. निष्पादन प्रत्याभूति / Performance Guarantee: **5%** of the order value in the form of FDR / Bank Guarantee / DD / Bankers Cheque pledged in favor of "The Institute Engineer, IIT Roorkee" is required within **10** days from the issuance of Letter of Acceptance (LOA), which should remain valid during the CAMC period plus sixty days. No interest shall be claimed by the bidder on the PG submitted. Performance guarantee shall be released after successful completion of work.

- F. **बोलियों का खोला जाना / Opening of Bids:**
G. The Bids will be opened online at GeM Portal at the schedule mentioned on Gem Bid document.

Chapter-2: Conditions of Contract

H. **ढेका देना /Award of Contract:**

The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid amongst the Technically Qualified Bidders.

Prices of optional item will not be considered to identify lowest price bid.

I. **ढूरु-आढूरुतुतु नुतुरेकुषण /Pre-supply Inspection:**

Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.

J. **वस्तु कुी आढूरुतुतु /Supply of Item:**

The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition and as per P.O./W.O.

K. **ढुगतान कुी शते /Payment Terms:**

a. **Payment in INR for supply of goods:**

Where installation is not required: 100% payment will be made after satisfactory delivery of material duly certified by the HOD/EIC.

OR

Where Installation is required :100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/EIC

OR

80% payment will be made on receipt and acceptance of goods and balance 20% on successful installation and commissioning duly certified by the HOD/EIC.

b. **Payment in INR for CAMC/AMC/Service:**

Quarterly/ Half yearly after satisfactory completion of work/service duly certified by the H.O.D./EIC on submission of following documents:

1. Two copy of invoice (original and duplicate).
2. Copy of the "repair / services log book".
3. Copy of purchase order.
4. Revenue stamp on the invoice.

Additional for Supply Items (not for service):

5. E-way Bill
6. Delivery Challan
7. Warranty Certificate.

Note: The contractor must submit the invoice within 15 days of completion of each quarter /half yearly period. Failure to do so may lead to delay in payment, for which the institution shall not be held responsible.

L. **दंड /Penalty:**

A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.

In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a minimum period of **one year**.

M. **अढुरत्याशुत घटना /Force Majeure:**

For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

L. **सूचना /Notices**

For the purpose of all notices, the following shall be the address of the Owner and the Bidder.

Dean Infrastructure,
Institute Works Department,
Indian Institute of Technology Roorkee, 247667

Bidder: _____

(The details provided by the bidder in Annexure-I)

M. **सढुर्यस्थता / Resolution of Disputes & Arbitration:**

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions here in before mentioned and as to the quality of workmanship or materials used on

the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, terminations, completion or abandonment thereof shall be dealt with as mentioned hereinafter.

If the bidder considers any work demanded of him to be outside the requirements of the contract or disputes any drawings, record or decision given in writing in connection with or arising out of the contract or carrying out of the work, he shall promptly within 15 days request the Owner in writing for written instruction or decision.

If the Bidder is dissatisfied with this decision, the Bidder shall within a period of 30 days from receipt of the decision, give written notice to the IIT Roorkee for appointment of Arbitrator failing which the said decision shall be final binding and conclusive and not referable to adjudication by the Arbitrator. Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by The Director, IIT Roorkee. If reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator. It is also a term of this contract that no person other than a person appointed by such IIT Roorkee as aforesaid should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.

It is also a term of this contract that if the contractor does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 30 days of receiving the intimation from the Owner that the final bill is ready for payment, the claim of the bidder shall be deemed to have been waived and absolutely barred and IIT Roorkee shall be discharged and released of all liabilities under the contract in respect of these claims. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

N. बोली अस्वीकृती के लिए मानदंड /Criteria for bid rejection:

- 1 If technical bid found without the required undertaking (Annexure-II) & Self Certificate (Annexure-V).
- 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
- 3 Canvassing in any form will result to disqualification.
- 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
- 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as **unresponsive** and will not be considered.
- 6 If any bidder submitting two/multiple bids for the same item of a bid, both/all the bids of that bidder will be outrightly rejected.

Chapter-3 : Schedule's of requirements

O. टिप्पणी / Note:

- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
- 2 **Annexure-I, II, V, VII, IX along with documents required to be uploaded as per Annexure-VIII, complete with seal and signature, to be submitted with the bid.**
- 3 It may also be noted that the bids received containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
- 4 The firm is required to submit prescribed bank mandated from (Annexure-IX) for the purpose of making e-payment.
- 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
- 6 The quantity shown against the item is approximate and may vary as per demand of the Institute during execution. The total quantity may vary as per actual work/ service/ supply execution/site requirement/and user suggested changes during execution.
- 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding to the applicants.
- 8 IIT Roorkee discourages High Sea Sale purchase. All bids with High Sea Sale will be rejected.
- 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
- 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30 PM of the next working day followed by the holiday.**
- 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same bid for the same item/product.
- 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.

- 13 Any corrigendum/addendum/errata in respect of the Bid Notice/ Enquiry letter shall be made available only at <https://gem.gov.in> and our Institute website <https://mm.iitr.ac.in/mmweb> Hence, prospective bidders are advised to visit these websites regularly.
- 14 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/bid document. If it is found at any stage that any information given in the bid is Incorrect/false, the bid is liable to be disqualified/rejected.
- 15 Before submission of bids, bidders should read the complete enquiry letter/bid document carefully and ensure that the bidders fulfill the eligibility criteria.
- 16 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
- 17 **In Item Wise BoQ .xls sheet, in column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**
Or
In Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M then it will be considered that the items/services will be provided free of cost.
- 18 **Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in bid. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated: 16th Sept. 2020.**
However, in case the total quoted amount is less than 5 Lac then supplier is exempted from the mentioned order of Public Procurement (Preference to Make in India), Order 2017.
Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per annexure-V)
- 19 **The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

Chapter-4 : Specifications and allied Technical details	Plz. See Annexure- III, IV and VI
Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at at GeM Portal (https://gem.gov.in))	Plz. See Price Bid in .XLS Format
Chapter-6 : Contract Form	Purchase Order is used as Contract Form
Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders	Bid Acceptance Letter (Annexure-VII)

संस्थान अभियंता
Institute Engineer

***Document Digitally Signed on <https://gem.gov.in>**

For any Clarification, Please Contact:

Er. Neeraj A.E.E(E)-I (S/S) IIT Roorkee	A.E.E(E)-I (S/S) IIT Roorkee	Ph. 01332-28- 5386	Email: neeraj.aee2018@iitr.ac.in
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QUALIFYING INFORMATION

Please furnish the following information along with documentary evidence only in this format (as eligibility criteria)

1.	Name of the bidder		
2.	Legal Status of the bidder		
3.	Place of registration and registration of the bidder		
4.	Year of establishment of the firm.		
5.	Permanent Address		
6.	Email id		
7.	Contact Numbers		
8.	Principal place of registration		
9.	PAN No.		
10.	GST No.		
11.	EPF Registration No.		
12.	ESIC Registration No.		
13.	EMD Details (amount, UTR No., date, bank etc.):		
14.	The HSN/ SAC Code of the items must be mentioned (add rows if required).		

15. DETAILS OF KEY PERSONNEL

Sl. No	Name & Designation	Qualification	Experience	Nature of Works Handled	Date from which employed in your organization

Note: Bidder may furnish the above information in separate sheet if the space is not sufficient.

List of equipment, tools and tackles (if applicable)

Signature:

Name:

Designation:

Seal of the Organization

उपबंध / UNDERTAKING

Bid Ref. No. _____ Dated: _____

I/We hereby certify that we or our OEM are not from such a country which shares a land border with India or, if from such a country, We are registered with the Competent Authority. [Where applicable, evidence of valid registration by the Competent Authority is attached.]" (For details Please refer Order No.: F.No. 6/18/2019-PPD Dt.: 23rd July 2020)

[Link of Order: http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20\(xi\).pdf](http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20(xi).pdf)

That all the terms/conditions mentioned in the enquiry letter/bid against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU) with in last three years.

Signature _____

Name _____

Designation _____

Seal of the Firm/Agency

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Definition (SCC clause 1.0)

- a) Owner means: IIT Roorkee.
- b) Site means the project site situated in IIT Roorkee Main Campus, Saharanpur Campus and GNEC Campus.
- c) Engineer-in-charge (EIC) means Assistant Executive Engineer.

2. Tender fee (if required): Tender fee in favour of Registrar, Indian Institute of Technology Roorkee payable at Roorkee must be submitted as mentioned in critical data sheet. Bids not accompanying with Tender fee will be summarily rejected. Tender fee is nonrefundable.

3. Earnest Money Deposit (EMD)

(i) The EMD of the unsuccessful Bidders will be discharged / returned within Thirty (30) days from the date of opening of the financial bids. The EMD of the successful Bidder shall be released only after submission of Security deposit/ Performance guarantee.

(ii) The EMD may be forfeited and further the bidders shall not be allowed to participate in the re-bidding process of the work, if the Bidder withdraws his bid during bid validity period OR in case successful bidder fails to sign the contract/ fails to deposit security amount/ fails to deposit performance guarantee. In case of EMD exemption, action be initiated as per EMD declaration submitted by the bidder as per **Annexure-X**.

4. Warranty (Defective Liability Period): In case of work/ material, minimum warranty period of the complete system will be one year from the Date of completion OR the duration of the P.O./ W.O in case of service.

5. GST: Will be paid extra if applicable. In case you claim GST, the following certificates may be recorded on the bill:

"CERTIFIED that the goodson which the GST has been charges have not been exempted the GST or the rules made there under. The charges on account of GST on these goods are correct under provision of the relevant act or the rules made there under.

CERTIFIED further that we.....(Our Branch or Agent)
(Address).....

.....
 are registered as dealers in the state of.....under registration No..... for purpose of GST."

6. Equipment/ service if found not as per the required specifications, will be rejected.

7. Clarification/ queries/ requests received after seeking clarification end date shall be rejected/ not entertained.

8. In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum one year.

9. Clarification/ queries/ requests received after seeking clarification end date shall be rejected/ not entertained.

10. Intending bidder should not be a joint venture.

Instructions for Online Bid Submission

Important Instruction for participation in subject Biding through GeM Portal (<https://gem.gov.in>):

1. Bidders are requested to read the 'Qualifying Requirements (QR), Technical Specifications, Special Conditions of Contract, General Conditions of Contract, and Pre-Requisite Document' available on GeM Portal before proceeding for submission of bids. It is important to note that bidders can submit their bids online only through GeM Portal only.
2. Contractor/Bidder may go through the bids published on the site and download the bid documents/ schedules for the bids.
3. After downloading/getting the bid document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
4. Any clarifications may be sought online through the bid site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
5. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the bid schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
6. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document/ schedule and ordinarily it shall be in PDF/xls formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the bids should be less than 2 MB. The file size being less than 1 MB the transaction uploading time will be very fast.
7. Bidder should submit the Tender Fee/ EMD as specified in the bid. Scanned copy of the same should be uploaded as part of the offer.
8. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
9. The bidder has to select the payment option as offline/ online to pay the Tender Fee/ EMD as applicable and enter details of the same.
10. The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
11. The bidder has to upload the relevant files required as indicated in bid document. In case of any irrelevant files, the bid may be rejected.
12. If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the bid.
13. The bidders are advised to submit the bids through online e-bidding system to the Bid Inviting Authority (BIA) well before the bid submission due date and time (as per Server System Clock). The BIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
14. For any queries regarding bidding process, the bidders may contact at address as provided in the bid document. Parallely for any further queries, the bidders are advised to contact GeM helpline number and email provided on GeM portal.

(to be submitted by the vendor/firm on its official letter head)
Self-Certificate for Local Content

Bid Ref. No. _____ Dated: _____

We hereby certify that the items quoted by us against above mentioned bid no. has the local content as per below:

Local Content (in %):.....

Local Supplier Class:.....

The details of the Make in India items/parts used in the quoted products is/are as under:

- 1
- 2
- 3

The details of the location(s) at which the local value addition made/ manufactured is/are as under:

- 1
- 2
- 3

We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature:

Name:

Designation:

Seal of the Firm/Organization:

General Conditions

1. Bidder will be fully responsible for the trouble-free and smooth operation of system as per norms of manufacture during the period.
2. The Institute shall not be responsible for any loss, breakage or theft of Bidder's material for which he has to make his own arrangements for storage.
3. The quantities indicated are purely tentative and likely to vary on either side up to any limit.
4. The Contractor will arrange safety gear. such as safety shoes, safety helmets. gloves, etc., for the manpower deployed at his own cost. If the manpower is found not wearing safety gear, a penalty of Rs. 200 per violation will be imposed by the EIC.
5. In case the actual applicable GST rate in the BoQ is different from 18% then payment shall be made on the actual applicable GST rate while keeping the basic rate same.
6. Initially this contract will be awarded for 01 year from the date of handing over of the lift(s). However, it may extend based on mutual acceptance by both parties.
7. In case of authorized agency, the agency must adhere strictly to the maintenance standards and norms defined by the OEM.
8. In case of any mis happening, including but not limited to injury or equipment damage, the service-providing firm shall bear full responsibility and consequences thereof.
9. This contract does not cover shifting of units in part or as a whole.
10. The bidder shall depute only OEM/ OEM authorized service team for service/ maintenance work.
11. The bidder will be fully responsible for trouble-free and smooth operation of lifts during the period.
12. In case it is felt by the department that undue delay is being caused by the bidder in doing the rectification work, the same will be got done by the department at the risk and cost of the bidder. The decision of Institute Engineer in this regard shall be final.
13. In case of minor breakdown is not rectified within 02 days, a recovery shall be made @Rs. 1000/- per day from the time of reporting.
14. In case of major breakdown is not rectified within 07 days, a recovery shall be made @Rs. 1000/- per day from the time of reporting.
15. In case of continued non-performance and inability to meet service requirements, IIT Roorkee reserves the right to terminate the contract after giving 15 days' notice in writing. In addition, action may be taken for blacklisting / debarring of the bidder for future bids/ works.
16. Bidder or their representative (with notarized power of attorney) is bound to attend the meeting (as and when called by EIC) for contract management (or any other issue related to contract) at IIT Roorkee.
17. Institute reserves the right to impose or wave off penalty fully or partially if justified on the request of the bidder and has the right to forfeit the Performance Guarantee / Bank Guarantee and / or blacklist the firm.
18. The bidder shall ensure compliance of all statutory and mandatory requirements, including all labour laws requirements. The bidder shall also keep IIT Roorkee indemnified against any liabilities that may arise on the account.
19. The agency will be fully responsible for any accident or mishaps involving workers engaged by them and the bidder would pay claims made on this part. The Institute will not pay any compensation in this regard.
20. The Institute reserves the right to foreclose or terminate the contract, in whole or in part, at any time by giving the firm/ vendor a prior written notice of fifteen (15) days, without assigning any reason.
21. The contract may be extended beyond the stipulated period of contract on the same rates and terms & conditions as may be mutually agreed upon in writing between the Institute and the firm/ vendor.

Exclusions:

- a) Typically, items like lift car lighting fittings, fans, car doors, and batteries are excluded from the CAMC. However, it has to be provided by the agency based on approved rate in the existing contract.

Scope of Work

Annual Service and Maintenance Contract for Lift Systems

This Scope of Work outlines the comprehensive responsibilities under the Annual Service and Maintenance Contract for Lift Systems installed at [IIT Roorkee Saharanpur Campus]. The contract ensures the safe, reliable, and efficient operation of lift systems through preventive maintenance, emergency breakdown response, and timely repair services. The contract shall exclude maintenance of lift car lighting fittings, fans, car doors, and batteries, which will remain outside the purview of this agreement.

1. Preventive Maintenance Services

Considering IS 14665, 14671, 1578 & relevant applicable state rules, the concerned firm will perform the regular inspection and preventive maintenance. This comprises:

- a) Monthly inspection and servicing of all Electromechanical and control components of the lift system.
- b) Lubrication of moving parts and cleaning of control panels and drive systems.
- c) Inspection and adjustment of braking system, control wiring, and mechanical assemblies.
- d) Testing of all safety devices and signaling equipment (excluding lift car lighting and fans).
- e) Maintaining logbooks and checklists for each service visit signed by authorized personnel.

2. Breakdown and Emergency Services

- a) 24x7 response to emergency breakdowns with response time not exceeding [4] hours.
- b) Prompt rectification of faults to minimize downtime and ensure passenger safety.
- c) Provision of standby support in case of prolonged repairs or unavailability of parts.

3. Repairs and Replacement

- a) Repair or replacement of non-functional components such as control switches, wiring, relays, and fuses.
- b) Minor spare parts and consumables to be provided by the contractor as part of the contract.

4. Safety and Compliance

- a) Ensuring the lift remains compliant with all applicable safety standards and government regulations.
- b) Coordinating inspections, annual audits, and obtaining fitness certifications as required.

5. Reporting and Documentation

- a) Monthly and quarterly service reports detailing maintenance activities and issues rectified.
- b) Emergency service logs with time of complaint, response, and resolution details.
- c) Maintenance checklist to be submitted after each visit with appropriate authorization.
- d) Bidder shall arrange annual safety verification of complete lift including ropes from OEM.
- e) Bidder shall provide any documents asked by Govt./ Local bodies w.r.t. applicable rules and for the proper operation of lifts.
- f) Bidder shall arrange emergency drills for the awareness of users in co-ordination with PI/ EIC.

Bid Acceptance Letter

Date:

Sub: Acceptance of Terms & Conditions of Bid.

Bid Ref. No. _____ Dated : _____

Name of Work _____

Dear Sir,

1. I/We have downloaded/ obtained the bid document(s) for the above-mentioned 'Bid No.' from the website(s) namely: as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the bid documents from Page No. to (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement, and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the bid conditions of the above-mentioned bid document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this bid are found violated, then your department/organization shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Eligibility Criteria/ Bidder should upload the following documents:

- (a) The bidder must either be OEM of the installed lifts (**M/s. KONE**) or their authorized agency only.

Work Experience required for their authorized agency (M/s Kone) [not required for OEM]:

The concerned bidder that has successfully completed similar work during the last seven years, ending on the last day of the month preceding the one in which the applications are invited.

Acceptable experience includes:

Three similar works costing not less than 40% of the estimated cost,

OR

Two similar works costing not less than 60% of the estimated cost,

OR

One similar work costing not less than 80% of the estimated cost.

(Self-Certified photocopy of work order along with work completion certificate to be uploaded as proof of eligibility criteria in Cover-1). Certificate must be issued by an officer not below the rank of Executive Engineer (or equivalent) and should clearly mention the project name, date of start, actual completion date and the executed work value.

Note: The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for this bid.

Definition of Similar work **“SITC/ Annual Maintenance Contract of Existing make lifts executed for IITs/NITs, Central Government Departments, Central Autonomous Bodies, Central State PSUs, State Government or reputed private organization within the last 7 years”.**

- (b) Financial Turnover (in case the bidder is the authorized agency) not required for OEM:**

The average annual financial turnover of the last three financial years must be at least 50% of the estimated cost. The figures must be duly audited by a Chartered Accountant. Years with zero turnover will still be considered in the average.

- (c) Valid PAN, GST certificate, ESI registration certificate & EPF registration certificate must be uploaded with the technical bid.
- (d) Price bid (BoQ) to be uploaded in .XLS format only (not as pdf).
- (e) Proof of submission of Tender Fee (if required) & EMD (if applicable) OR Declaration as per Annexure-X
- (f) The bids should be submitted with Annexure-I, II, V, VII, IX and the documents mentioned above with seal and signature.

**DECLARATION
(to be submitted by the vendor/firm on its official letter head)**

To,
Institute Engineer,
IIT Roorkee,
Roorkee,

Subject: Undertaking as per GFR – 2017, Rule 170(iii) in lieu of Bid Security/Earnest Money Deposit (EMD)

Bid Ref no: Dated

Dear Sir,

We, the undersigned, offer to supply the
..... as per bid at IIT Roorkee, in response to your above-referred bid no.

We are hereby submitting our proposal/Bid/Quote for the same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in above referred bid document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD) as given below:

1. Our bid shall remain valid for 90-days from the date of financial bid opening and that we will not withdraw or modify our bid during the validity period.
2. In case, we are declared as successful bidder and an order is placed with us, we will submit the acceptance in writing within 10 days of placement of order with Performance Guarantee (PG) as mentioned in above referred bid document or as per terms stipulated in the Purchase Order.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared ineligible from participation in re-bidding process of the said work or debarred from any future bidding process of IIT Roorkee for a minimum period of **one year**.
5. The undersigned is authorized to sign this undertaking.

Signature:

Name:

Designation:

Seal of the Firm/Organization:

BoQ :

PRICE SCHEDULE					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #
Sl. No.	Item Description	Quantity	Units	Estimated Rate including GST@18% in Rs. P	TOTAL AMOUNT including GST @18% in Rs. P
1	CAMC for KONE Make Passenger Lift installed at Trivini Apartment, Saharanpur Campus, IIT Roorkee (for 1 st year).	2	Job	227885.97	455771.94
2	CAMC for KONE Make Passenger Lift installed at Trivini Apartment, Saharanpur Campus, IIT Roorkee (for 2 nd year).	2	Job	250674.56	501349.12
3	CAMC for KONE Make Passenger Lift installed at Trivini Apartment, Saharanpur Campus, IIT Roorkee (for 3 rd year).	2	Job	275742.02	551484.04
Total including GST					1508605.10
Quoted Rate including GST			Select		0.00

1. Please fill Name of the bidder and percentage quoted by bidder in the BoQ(provided in excel).
2. Upload this filled BoQ in Financial part only (saved as pdf), uploading with technical documents will lead to rejection of bid.
3. Rates on GeM portal and BoQ (pdf uploaded) must be same, in case of discrepancy in rates quoted on GeM portal and BoQ, the rates quoted on GeM Portal shall be considered as final.

**Sd/-
Institute Engineer
IWD, IIT Roorkee**